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ABSTRACT

The purpose of this guide to local history resources in Ontario (Canada) public libraries is to evaluate current trends, problems, and innovations, including the use of new technologies. The guide was developed from a survey of Southern Ontario Library System (SOLS) members; a total of 58 libraries provided information about their local history collections. The survey found that local history and genealogy is an important component of the collections of many Ontario libraries. In most cases, local history is an additional responsibility given to regular reference staff. Inadequate staff time and expertise are the chief factors that limit collection growth. Library cooperation and communication with local historical and genealogical societies has resulted in mutually beneficial projects. Many of the libraries' most useful local history resources are the result of provincial and federal grants. A number of problems were indicated by the survey, including inadequate staffing, lack of space, funds, and equipment, problems related to administration of resources, and theft and natural disasters. Automation and new technologies offer great hope for preserving and expanding access to local history resources; an increasing number of libraries are putting local history catalogs, indexes, and actual resources into machine readable form. Also included in this guide are: a directory of the libraries; a list of libraries (with corresponding page numbers) mentioned in the directory; lists of libraries with collection development policies and gift/donation forms; and a bibliography of library produced descriptive and promotional literature. Appendices provide sample polices and forms. (Contains 17 references.) (AEF)

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ED 392 443

A GUIDE TO LOCAL HISTORY RESOURCES IN PUBLIC LIBRARIES OF THE PROVINCE OF ONTARIO

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Together with the Results of a Survey of Public Libraries served by the Southern Ontario Library Service

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With the Assistance of

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This project was conducted with the support of the

Canadian-American Studies Committee
State University of New York at Buffalo

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1995

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INTRODUCTION

In the summer of 1994, this researcher, with support from the the Canadian-American Studies Committee of the State University of New York at Buffalo, visited a number of Southern Ontario public library local history collections and interviewed several other librarians by telephone. The purpose was (1) to learn about local history and genealogy resources in these libraries and (2) to develop and pretest a survey instrument that could be used to collect information about local history resources and their administration in Ontario public libraries. The ultimate goal was to produce a Guide to Local History Resources in Ontario Public Libraries and to evaluate current trends, problems, and innovations including the use of new technologies.

In this undertaking, invaluable assistance was received from the Southern Ontario Library System (SOLS) which agreed to distribute the Survey instrument with their quarterly newsletter. Anna Johnston of the Hamilton Office was extremely helpful. Recognition must also be given to the assistance provided by Lynne Prunskus, a student at the School of Information and Library Studies who is employed in the Special Collections Department of Brock University.

The questionnaire was distributed to SOLS members in September 1994. Responses were returned to the Hamilton Office and were forwarded to this researcher in January 1995. Some libraries

included copies of their local history collection development policies and some provided samples of their descriptive and promotional literature. Some of these collection development policies are reproduced in the Appendix of this guide, and a bibliography of library produced descriptive and promotional literature appears on page 21. These publications contain valuable information and could serve both as reference tools for other libraries and models for them to emulate. Copies should be requested from the individual libraries.

A total of 58 public libraries provided information about their local history collections. Results of the Survey are summarized beginning on page 7. To increase the scope and detail of this guide, survey responses have been augmented in the Directory Section by including data from several other publications - most notably Angus Baxter's outstanding guide to Canadian genealogy, In Search of Your Canadian Roots, and C. William Filby's Directory of American Libraries with Genealogy or Local History Collections. Consequently, the Directory Section contains information about 139 Ontario public libraries.

LIBRARIES LISTED IN THE DIRECTORY SECTION

ALLISTON See NEW TECUMSETH Public Library
ALMONTE Public Library (p. 23)
ATIKOKAN Public Library (p. 23)
BAILIEBORO See CAVAN-MILLBROOK-SOUTH MONAGHAN Union Library
BALA See PORT CARLING Public Library
BARRIE Public Library (p. 23)
BATH Public Library (LENNOX & ADDINGTON COUNTY Library) (p. 24)
BEAMSVILLE See LINCOLN Public Library
BELLEVILLE Public Library (p. 25)
BLOOMFIELD HALLOWELL Union Library (p. 26)
BOWMANVILLE See NEWCASTLE Public Library
BRACEBRIDGE Public Library (p. 27)
BRADFORD - WEST GWILLIMBURY Public Library (p. 27)
BRAMPTON Public Library (p. 27)
BRANTFORD Public Library (p. 28)
BRITT Area Library (p. 28)
BROCKVILLE Public Library (p. 29)
BRUCE COUNTY Public Library (p. 29)
BURLINGTON Public Library (p. 29)
CAMBRIDGE Public Library (p. 31)
CAPREOL Public Library (p. 31)
CASTLETON See CRAMAHE TOWNSHIP Public Library
CAVAN-MILLBROOK-SOUTH MONAGHAN Union Library (p. 31)
CHATHAM Public Library (p. 31)
CLEARVIEW Public Library (p. 32)
COBOURG Public Library (p. 33)
COLBORNE Public Library (p. 33)
COLLINGWOOD Public Library (p. 34)
CORNWALL Public Library (p. 35)
CRAMAHE TOWNSHIP Public Library (p. 36)
DEEP RIVER (W B Lewis) Public Library (p. 37)
DELHI TOWNSHIP Public Library (p. 37)
DESERONTO Public Library (p. 38)
DRYDEN Public Library (p. 38)
DUNDALK Public Library (p. 38)
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EAST GWILLIMBURY Public Library (p. 40)
ELGIN See RIDEAU LAKES Union Library
ELGIN COUNTY Public Library (p. 41)
ELLIOT LAKE Public Library (p. 41)
ENGLEHART Public Library (p. 42)
ESPANOLA Public Library (p. 42)
ETOBICOKE Public Library (RICHVIEW Branch) (p. 42)
EXETER See HURON COUNTY Public Library
FERGUS Public Library (p. 42)
FONTHILL See PELHAM Public Library
FORT ERIE Public Library (p. 42)
GANANOQUE Public Library (p. 44)

GEORGETOWN See HALTON HILLS Public Library
GEORGINA TOWNSHIP Public Library (p. 44)
GLOUCESTER Public Library (p. 45)
GODERICH See HURON COUNTY Public Library
GOULBOURN TOWNSHIP Public Library (p. 45)
GRAND VALLEY Public Library (p. 45)
GRIMSBY Public Library (p. 46)
GUELPH Public Library (p. 46)
HALTON HILLS Public Library (p. 48)
HAMILTON Public Library (p. 48)
HANOVER Public Library (p. 51)
HASTINGS Public Library
See NORTHUMBERLAND COUNTY Public Library
HAWKESBURY Public Library (p. 51)
HOLLAND LANDING See EAST GWILLIMGBURY Public Library
HUNTSVILLE Public Library (p. 51)
HURON COUNTY Public Library (EXETER Branch) (p. 52)
HURON COUNTY Public Library (GODERICH Branch) (p. 52)
INNISFIL Public Library (p. 53)
JARVIS See NANTICOKE Public Library
KANATA Public Library (p. 53)
KEEWATIN Public Library (p. 54)
KEMPTVILLE Public Library (p. 54)
KENORA Public Library (p. 55)
KENT COUNTY Library (See Also CHATHAM) (p. 55)
KESWICK See GEORGINA Public Library
KING TOWNSHIP Public Library (p. 56)
KINGSTON Public Library (p. 56)
KITCHENER Public Library (p. 57)
LAKEFIELD Public Library (p. 58)
LAMBTON COUNTY Library (See Also SARNIA) (p. 59)
LANARK Public Library (p. 61)
LEAMINGTON Public Library (p. 61)
LENNOX & ADDINGTON CO. Public Library (See Also BATH) (p. 62)
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LONDON Public Library (p. 63)
MADOC Public Library (p. 64)
MANOTICK See RIDEAU TOWNSHIP Public Library
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MARKDALE Public Library (p. 64)
MARKHAM Public Library (p. 65)
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MEAFORD Public Library (p. 65)
MIDLAND Public Library (p. 65)
MILFORD See SOUTH MARYSBURGH TOWNSHIP Public Library
MISSISSAUGA Central Library (p. 66)
MUNSTER See GOULBOURN TOWNSHIP Public Library
NANTICOKE Public Library (JARVIS Branch) (p. 68)
NANTICOKE Public Library (PORT DOVER Branch) (p. 69)

NANTICOKE Public Library (SELKIRK Branch) (p. 69)
NANTICOKE Public Library (WATERFORD Branch) (p. 70)
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NORTHUMBERLAND COUNTY Public Library (p. 78)
OAKVILLE Public Library (p. 79)
ORANGEVILLE Public Library (p. 81)
ORILLA Public Library (p. 82)
OSHAWA Public Library (p. 82)
OSHWEKEN See SIX NATIONS Public Library
OTTAWA Public Library (p. 82)
OWEN SOUND Public Library (p. 84)
OXFORD COUNTY Library (p. 85)
PARRY SOUND Public Library (p. 86)
PELHAM Public Library (p. 87)
PEMBROKE Public Library (p. 87)
PERTH Public Library (p. 87)
PETAWAWA Public Library (p. 87)
PETERBOROUGH Public Library (p. 87)
PICKERING Public Library (p. 88)
PICTON Public Library (p. 88)
PORT CARLING Public Library (BALA Branch Library) (p. 88)
PORT COLBORNE Public Library (p. 88)
PORT DOVER See NANTICOKE Public Library
PORT ELGIN See BRUCE COUNTY Public Library
PORT HOPE Public Library (p. 88)
RED ROCK Public Library (p. 89)
RENFREW Public Library (p. 89)
RICHMOND HILL Public Library (p. 89)
RIDEAU LAKES Union Library (p. 89)
RIDEAU TOWNSHIP Public Library (p. 90)
ST CATHARINES Public Library (p. 90)
ST MARYS Public Library (p. 94)
ST THOMAS See ELGIN COUNTY Public Library
SARNIA Public Library
(See Also LAMBTON COUNTY Library) (p. 95)
SAULT STE MARIE Public Library (p. 95)
SCARBOROUGH Public Library (p. 95)
SELKIRK See NANTICOKE Public Library
SIMCOE Public Library (p. 96)
SIX NATIONS Public Library (p. 96)
SMITH FALLS Public Library (p. 96)

SOUTH MARYSBURGH TOWNSHIP Public Library (p. 96)
STAYNER See CLEARVIEW Public Library
STRATFORD Public Library (p. 96)
SUDBURY Public Library (p. 97)
SUNDRIDGE-STRONG UNION Public Library (p. 97)
THOROLD Public Library (p. 97)
TILLSONBURG Public Library (p. 98)
TIMMINS Public Library (p. 98)
TORONTO - METROPOLITAN TORONTO REFERENCE LIBRARY (p. 99)
TORONTO Public Library (BRANCHES) (p. 101)
TRENTON Public Library (p. 102)
UXBRIDGE TOWNSHIP Public Library (p. 102)
WAINFLEET TOWNSHIP Public Library (p. 103)
WALLACEBURG See KENT COUNTY Library
WATERFORD See NANTICOKE Public Library
WATERLOO Public Library (p. 103)
WATERLOO Regional Library (NEW HAMBURG Branch) (p. 104)
WATERLOO Regional Library (WELLESLEY Branch) (p. 104)
WELLAND Public Library (p. 105)
WELLESLEY Public Library See WATERLOO Regional Library
WEST GWILLIMBURY See BRADFORD Public Library
WESTON See ETOBICOKE
WHITBY Public Library (p. 106)
WINDSOR Public Library (p. 107)
WOODSTOCK See OXFORD COUNTY Library
WYOMING See LAMBTON COUNTY Library

LIBRARIES WITH WRITTEN COLLECTION DEVELOPMENT POLICIES

*ANONYMOUS Public Libary (draft version)
*BARRIE Public Library
*BRAMPTON Public Library
*BURLINGTON Public Library
*HAMILTON Public Library
*KITCHENER Public Library
*LEAMINGTON Public Library
*MISSISSAUGA Central Library (includes security procedures)
*NIAGARA FALLS Public Library (includes gifts policy)
*ORANGEVILLE Public Library
*OTTAWA Public Library
*METROPOLITAN TORONTO REFERENCE LIBRARY
*WHITBY PUBLIC LIBRARY (detailed processing manual)

LIBRARIES WITH GIFT/DONATION FORMS

*BURLINGTON Public Library
*GUELPH Public Library
*HAMILTON Public Library
*KITCHENER Public Library
*NIAGARA FALLS Public Library (in collection development policy)

RESULTS OF THE SURVEY

CHARACTERISTICS OF ONTARIO LOCAL HISTORY COLLECTIONS:

The survey found that local history and genealogy is an important component of the collections of many Ontario public libraries. Even libraries with very small local history collections recognize their value. Some libraries have substantial collections with special staff (often part-time) whose sole responsibility is the administration of the local history collection. More often local history is an additional responsibility given to regular reference staff. The development and care of local history collections is such a labor intensive and specialized activity that inadequate staff time and expertise are the chief factors that limit collection growth. Even the largest best administered collections report much more could be done if only more staff time was available.

Some libraries work with local historical and genealogical societies on mutually beneficial projects. Library volunteers or employees may have indexed, microfilmed, transcribed, or helped create historical resources held at other community agencies. Members of historical societies sometimes help develop, staff, and administer public library historical collections. Some organizations place their book and manuscript collections on deposit in the public library to make them more accessible to researchers. Library cooperation and communication with local

historical organizations has proved to be a very useful strategy.

MAJOR COLLECTIONS:

Based on responses to this survey and statistics found in other reference tools, the public libraries with the largest and best local history and genealogy collections include:

Barrie Public Library 1000+ volumes
Belleville Public Library 1000+ volumes
Burlington Public Library 1000+ volumes
Cornwall Public Library 1000+ volumes
Elgin County Public Library 3000+ volumes
Hamilton Public Library 1000+ volumes
Kingston Public Library 1000+ volumes
Lambton County Library 1000+ volumes
London Public Library
Mississauga Public Library 9000 volumes
Niagara Fall Public Library 5000+ volumes
North York Public Library 3000+ volumes
Ottawa Public Library 10,000+ volumes
Owen Sound Public Library 1000+ volumes
Peterborough Public Library 1000+ volumes
St Catharines Public Library 7000 volumes
Sault Ste Marie Public Library 1100 microforms
Metropolitan Toronto Reference Library 5000+ volumes
Windsor Public Library 1900+ microforms

Also possessing significant collections are:

Brampton Public Library 100+ volumes; 500 microforms
Brantford Public Library 400+ volumes
Bruce County Public Library 350+ volumes
Chatham Public Library 500+ volumes
Etobicoke Public Library 800+ volumes
Fort Erie Public Library 300 volumes
Guelph Public Library 600+ volumes
Kitchener Public Library 500+ volumes
Nanticoke Public Library (Waterford Branch) 500+ volumes
Nepean Public Library 900+ volumes
Niagara on the Lake Public Library 700 microforms
Pembroke Public Library 300+ volumes
Port Colborne Public Library 400+ volumes
Richmond Hill Public Library 800+ volumes
Scarborough Public Library 700+ volumes

Sudbury Public Library
Timmins Public Library 400+ volumes
Welland Public Library 500+ volumes
Whitby Public Library 500+ volumes

IMPACT OF PROVINCIAL GRANTS:

During conversations with librarians in the Summer of 1994, it became apparent that many of their most useful local history resources had resulted from provincial and federal jobs creation programs of the 1970s and 1980s. Grant funded projects produced valuable resources that few libraries would otherwise have been able to create.

Sometimes, these grants were responsible for the development of entire collections, such as the outstanding collection of historical microforms at the Niagara on the Lake Public Library and the excellent and well indexed local history collection at Guelph Public Library. Many grant projects, including indexes and photographic surveys, have been continued - as time permits - by regular library staff.

These grants made potent and enduring contributions to the public library's ability to preserve and provide access to Ontario's heritage.

Projects undertaken with grant support include:

- Indexing of back issues of newspapers for subjects and/or for biographical information including births, deaths and marriages (Barrie, Belleville, Chatham. Collingwood. Dundalk, Dundas, Fort Erie, Kent, Kitchener, Lambton, Markdale, Newmarket, Niagara Falls, Niagara on the Lake, Oakville, Ottawa, St Catharines, Welland)

- Creating an index to the entire local history collection (Cornwall, King, Waterloo)

- Creating and organizing the entire collection and creating computer based finding aids (Guelph)

- Indexing important local history reference books which did not have their own indexes (Welland)

- Indexing church histories, local histories, and church registers (Thorold)

- Indexing cemetery records (Lambton)

- Transcribing census records (Nanticoke)

- Indexing records in the library archives (Ottawa)

- Compiling, indexing, and microfilming scrapbooks (St Catharines)

- Researching and/or writing local histories (Bloomfield, Rideau Lakes)

- Preparing pamphlets, booklets, information kits (Belleville)

- Collecting and/or microfilming and creating finding aids for documents, records, newspapers, and/or directories (Burlington, Lambton, Niagara Falls, Niagara on the Lake, Oakville)

- Creating and indexing local history vertical and clipping files (Dundas, Kitchener, Nanticoke, Oakville)

- Processing and indexing historic photograph collections (Fort Erie, Kitchener, Lambton, Niagara Falls)

- Organizing the map collection (Niagara Falls)

- Processing manuscript collections (Kitchener, Hamilton)

- Identifying photographs (Nanticoke)

- Inventorying the historic print collection (Niagara Falls)

- Photographing and researching historically significant local buildings (East Gwillimbury)

- Creating a photographic survey of the community (Mississauga, Niagara Falls)

- Oral history projects (Fort Erie, Metro Toronto, Owen Sound)

- Cataloging, classifying and creating a catalog for materials at

City Hall (Georgina)

- Organizing family histories (Nanticoke)

- Converting a manual local history index to computerized form (Kanata)

- Under professional guidance, supplying conservation treatment to a scrapbook collection and preparing finding aids for manuscript collections (Hamilton)

- Creating a large microfilm collection of local historical resources by searching out and obtaining microforms from major Canadian, U.S., and British archives and seeking out and microfilming records in local historical societies, churches, and other repositories (Niagara on the Lake)

- Creating a computer based system for indexing the local newspaper and other historical resources (Niagara Falls)

- Creating local walking and driving tours (Rideau Lakes)

PROBLEMS:

Those responding to the survey reported a variety of problems

including problems related to:

STAFFING

- Much more could be accomplished if more staff time was available (reported by both very small collections and very large collections including those with full or part time local history librarians)

- The library lacks enough staff to adequately develop and service the local history collection (reported by many libraries)

- There have been serious staff reductions in the local history department

- Staff shortages are responsible for a growing backlog of unprocessed materials and for gaps in locally produced indexes

- Staff shortages make it difficult to extend hours of service

- Staff shortages make it difficult for senior staff to find time for planning

- Staff lacks the expertise needed to effectively promote, develop, and service collections

- General reference staff needs to be trained to handle local history questions when local history staff is unavailable

- Library must depend on the work of volunteers but dedicated volunteers are difficult to recruit, train, and retain

- The Historical Society which formerly helped develop and administer the local history collection has disbanded

LACK OF SPACE, FUNDS AND EQUIPMENT

- Current space is inadequate for the growing collection (reported by many libraries)

- Competition for available funds is great as libraries suffer budgetary cutbacks and must pay for expensive new technologies

- No current budget for new acquistions therefore unable to acquire important new publications

- Lack funds to support a growing community interest in historical resources

- Microfilm is expensive

- Microfilm reader-printer is old and inadequate

- Microfilm readers are expensive to repair and maintain

- Local History department needs its own microfilm reader

- Local History department needs its own microcomputer

PROBLEMS RELATED TO ADMINISTRATION OF RESOURCES

- Local History policies need to be updated

- Some of the older indexes were poorly done

- Authority control - it is difficult to establish headings for local names and subjects

- There are no guides and bibliographies that describe local history resources that are scattered in various repositories throughout the region

- There is insufficient cooperation and coordination between the library and other historical agencies in the community

- Materials owned by the local historical society would be more secure and accessible if they were housed in the public library

- It is difficult to obtain resources that reflect the community's ethnic diversity

- Changes in the library's jurisdiction requires that the library acquire new resources to meet its expanded responsibilities

- It is difficult to provide patrons of branch libraries with access to local history information since resources are housed in the central library

- There is a need to encourage more input from the community

SECURITY AND DISASTERS

- Security is an important consideration since materials are often rare or unique and impossible to replace

- Materials are stolen from files (reported by several libraries; one takes the precaution of having a duplicate vertical file of xerox copies for staff use only)

- A card catalog listing materials held at City Hall is missing perhaps stolen

- Libraries must consider the possibility of unexpected natural disasters (one library lost it's local history collection when the building was hit by a tornado; another collection was destroyed by fire)

AUTOMATION AND INNOVATION:

Automation and new technologies offer great hope for preserving and expanding access to local history resources. The future holds the promise of multimedia local history databases which contain text, images, audio materials, and motion pictures and which can be accessed through emerging networks at terminals throughout the community, the nation, and the world.

Today an increasing number of libraries are putting local history catalogs, indexes, and actual resources into machine readable form. Some libraries began computerizing in the 1980s - often with provincial grant assistance. At Guelph Public Library, the entire collection was cataloged and indexed with finding aids produced as computer print outs. Currently, the database and the print outs are out of date because, due to cutbacks, local history staff positions have been eliminated. The former Archivist, now the Systems Librarian, would like eventually to update the database and make it available online through the OPAC (Online Public Access Catalog) and via dial up.

At Niagara Falls, a simple but effective database management system designed by a summer employee has been used for a decade to index the local newspaper and to maintain a local history index on a microcomputer in the library. The librarian would like to add this database to the library OPAC after it is installed in 1995. While many libraries have cataloged their local history monographs and other resources in MARC format and included them in their OPACs, the librarian believes this will be a great challenge at Niagara Falls since she does not expect to find much copy cataloging available for their unique local history resources. Similarly, while the Hamilton Public Library's local history monographs are included in the library OPAC, converting the massive "Where To Look File" to machine readable form is too daunting a prospect to even consider at the present time.

Many libraries are adding local history indexes to their OPACs and a few already provide access through dial up connections or regional networks. The public libraries belonging of the Halinet network have made their individual newspaper and local history indexes searchable through the networked OPACs of all four member libraries.

A few libraries are already using scanning technology to create databases of actual local history materials. Oakville Public Library is scanning documents, texts, and photographs to create an image database on a dedicated microcomputer. They hope eventually to make it available on the OPAC and via dial-up. Lindsay Public Library was the site of a 1991 pilot project in which a multimedia local history database was created on a hard disk using DVI technology. The resultant database was impressive but ultimately disappointing. At the time of this survey, a promised CD-Rom version of the database had not been delivered by the manufacturer and the library did not have a printer capable of printing items from the hard disk. The library lacks the technology needed to add items to the original database and projected costs of equipment and training are well beyond what the library can currently afford. At present the project appears to be at a dead end.

<u>Projects identified include:</u>

- Local history monographs have been added to the library OPAC

(reported by many libraries)

- The newspaper is indexed using a database management system and the index is accessible either as a print out or via a microcomputer depending on the library (Barrie, Belleville, Burlington, Newmarket, Niagara Falls, Waterloo)

- Birth, death, marriage announcements are available as computer print outs (Barrie, Belleville, Huntsville)

- The entire local history collection was indexed with a database management system; finding aids are available as computer print outs (Guelph, Oakville)

- Plan to make local history catalog and/or index available online (Brampton, Cornwall, Kemptville, Lambton, Niagara Falls)

- Plan to make local history index available on a dedicated microcomputer (Innisfil)

- Online indexes to local newspapers and/or historic photographs and documents are accessible through the networked OPACs of HALINET libraries (Burlington, Halton Hills, Milton, Oakville)

- Newspaper index and/or local history index is searchable through the library OPAC (Kanata, Whitby)

- Directory/index to local associations is stored on a Macintosh computer (Ottawa)

- City bylaws index is stored on a personal computer (Ottawa)

- Some Toronto branch libraries have created microcomputer based local history indexes using either PC File or Authex software

- Database of scanned documents, clippings, photographs is stored on the hard disc of a dedicated microcomputer and linked to local history index; hope to eventually make this database available on-line (Oakville)

- Investigating possible scanning of documents for digital storage and possible use of the Internet to provide access to these documents and the local history index (Lambton)

- Investigating scanning scrapbooks and ephemera files, putting them on optical discs or CD Roms using imaging technology and providing access to them via the library's Local Area Network (Mississauga)

- Considering putting historic photographs on CD-Rom for enhanced

access, preservation, sale and distribution (Metro Toronto)

- Would like to eventually put finding aids on CD-Rom (Niagara on the Lake)

- 1991 pilot project created a multimedia database of stored images, text, motion pictures, and oral history materials using DVI technology (Lindsay)

The transition to automation and networking also presents libraries with many challenges.

Problems reported include:

- Because there is no coordinated authority control between different libraries it is difficult to develop union catalogs and to combine and network local history databases

- Libraries are finding that retrospective conversion of manual files is more labor intensive and time consuming than anticipated

- Libraries with large manual indexes and catalogs find it difficult to automate because of lack of copy cataloging and because it is too laborious and time consuming to put these massive reference tools into machine readable form

- Scanning equipment purchased by the library is too small for maps and larger documents

- A library that undertook the development of an impressive multimedia database as a pilot project has not been able to acquire the auxillary resources needed to expand and fully utilize it and the project now appears to be at a dead end

SOURCES CITED AND BIBLIOGRAPHY

SOURCES CITED (Baxter, Filby, ALD, Brock 1971, DLC, Ontario's Heritage)

"Baxter" =
Baxter, Angus In Search of Your Canadian Roots
Toronto : MacMillan of Canada, 1989

This outstanding guide (1) describes genealogical resources and sources of information in libraries, archives, municipal records centres, and other agencies throughout Canada and (2) offers advice on how to conduct genealogical research. The information summarized in the present publication (by kind permission of Mr Baxter) is abridged. For full information, Mr Baxter's book should be consulted.

"Filby" =
Filby, P. William Directory of American Libraries with Genealogy or Local History Collections
Wilmington, Del. : Scholarly Resources Inc., 1988

A state by state and province by province listing of libraries in the United States and Canada with genealogy or local history resources. Consult Filby for a description of the holdings of each collection and for information about the repository, its staff, hours, and policies. Abstracts included here are by permission of Scholarly Resources Inc.

"ALD" =
American Library Directory : A Classified List of Libraries in the United States and Canada 1994/1995
New York : Bowker, 1994

"Brock 1971" =
A Guide to Research Resources for the Niagara Region
St. Catharines : Brock University, 1971

A union catalogue of books and documents related to studies of the Region of Niagara compiled by eight Brock University Students with funding from the Opportunity for Youth Program in 1971. It lists books, films, newspapers, maps, and newspaper clipping files related to the Niagara Region held by surveyed libraries, museums and historical societies - Collection strengths are rated * to *****.

"DLC" =
Directory of Libraries in Canada 8th ed.
Toronto : Micromedia, 1994

"Ontario's Heritage" =
Ontario's Heritage: A Guide to Archival Resources
Toronto Area Archivists Group, 1978-
v. 1 Peterborough Region 1978
v. 4 Kingston and Frontenac County 1986
v. 7 Peel Region 1979
v. 13 Northeast Ontario 1980

OTHER SOURCES:

Aitken, Barbara B. Local Histories of Ontario Municipalities, 1951 - 1977: A Bibliography with Representative Cross-Canada Locations of Copies -- Toronto : Ontario Library Association, 1978

Aitken, Barbara B. Local Histories of Ontario Municipalities, 1977-1987: A Bibliography with Representative Cross-Canada Locations of Copies -- Toronto : Ontario Library Association, 1989

Bishop, Olga B. Bibliography of Ontario History, 1876-1976 Toronto : University of Toronto Press, 1980

The Bibliography of Ontario History, 1976-1986 edited by Gaetan Gervais, Gwenda Halsworth, and Ashley Thompson. -- Toronto : Dundurn Press, 1989

Local History Resources: Georgian Bay Regional Library System Member Libraries -- Barrie : Georgian Bay Regional Library System, 1976 (29 p.)

Hart, Patricia W. Local Histories of the Regional Municipalities of Peel, York, and Durham: An Annotated Listing of Published Materials Located in the Public Libraries in the Regional Municipalities of Peel, York, and Durham. Richmond Hill : Central Ontario Regional Library System, 1980 (2 vols.)

Inventory of Ontario Newspapers, 1793-1986 J. Brian Gilchrist, editor -- Toronto : Micromedia, 1987

Published Family Genealogies: A Union List of Library Holdings in the Niagara Regional Library System. -- St. Catharines : Niagara Regional Library System. Reference and Information Services Committee. March 1983 (25 p.)

Local History Union List: A. Census Records B. Directories -- St. Catharines : Niagara Regional Library System, [1981?] (13 p.)

Taylor, Ryan Family Research in Waterloo and Wellington Counties -- Ontario Genealogical Society, 1986

Union List of Canadian Newspapers Held by Canadian Libraries -- Ottawa : National Library of Canada, 1977

BIBLIOGRAPHY OF LIBRARY PRODUCED DESCRIPTIVE AND PROMOTIONAL LITERATURE

*BELLEVILLE Public Library

Belleville Public Library. Genealogical Sources. (10 p.)

The United Empire Loyalists Around the Bay of Quirne : a Bibliography of Materials in the Belleville Public Library compiled by Elizabeth Mitchell, 1984 (31 p.)

*BURLINGTON Public Library

The Burington Collection 1994

The Burlington Collection: Family Research

The Burlington Collection: Architectural Research

Maps and Plans in the Burlington Collection

*CHATHAM Public Library

Black History in Kent County: a selective booklist 1991 (4 p.)

Tracing Your Roots in Kent County 1991 (9 p.)

*COLBORNE Public Library

Colborne Public Library. Local History and Genealogy Resources [4] p. plus supplement

*DUNDALK Public Library

Researching Your Family Roots: What Dundalk Public Library Has to Offer You [3] p.

*GUELPH Public Library

Guelph Public Library Genealogy: A Quick Reference Guide 1988

Guelph Public Library Local History: A Quick Reference Guide

*HAMILTON Public Library

Several handouts offer instructions on how to use the "Where to Look" file

*KENT COUNTY Library

Kent County Newspaper Holdings 1994

*MISSISSAUGA Central Library

Brochure, Introducing The Ruth Konrad Collection of Canadiana

*NEWMARKET Public Library

Local History and Genealogy - leaflet

*NIAGARA FALLS Public Library
What's Your Line? Wondering About Your Family History? 1992 (40 p.)

*NIAGARA ON THE LAKE Public Library
Niagara Historical Resource Centre: A Guide to Resources and Facilities - brochure

*OAKVILLE Public Library
Local History Resources for Personal Name Research
Genealogy How To Guides
Genealogy Indexes and Finding Aids
We would like to add the following items to the collection. Can you help?

*OTTAWA Public Library
From Bytown to Biotech: A Selected Bibliography of the History of the Ottawa Area (1992)
Sources of Local Statistics (1994)
A Chronology of the Administrative History of the City of Ottawa (1987)

*OWEN SOUND Public Library
Genealogical and Local History Resources at the Owen Sound & North Grey Union Public Library

*ST CATHARINES Public Library
Your Key to Genealogical Resources in the St. Catharines Public Library - brochure
Genealogy: A Selective List 1993 (14 p.)

*METROPOLITAN TORONTO REFERENCE LIBRARY
Many pamphlets and leaflets including:
Guide - Telephone Directories (3 p.)
Guide - City Directories (4 p.)
Guide - Toronto City Directories (1 p.)
Guide - Cemetery Records (4 p.)
Guide - Census Records (3 p.)
Guide - Ships Passenger Lists (3 p.)
The Baldwin Room (11 p.)
Genealogy in the Metropolitan Toronto Reference Library (20 p.)
History Department (brochure)
Helpful Canadian Resources for Genealogical Research (8 p.)
Baldwin Room Ephemera Collection (brochure)

*WELLAND Public Library
Family Ties: A Selective Guide to Tracing Your Family History 1987 (12 p.)

DIRECTORY OF ONTARIO PUBLIC LIBRARY LOCAL HISTORY COLLECTIONS

ALLISTON SEE NEW TECUMSETH PUBLIC LIBRARY

ALMONTE PUBLIC LIBRARY
155 High St Almonte, ON K0A 1A0 (613) 256-1037

ALD = Local history

ATIKOKAN PUBLIC LIBRARY
Civic Centre, Atikokan, ON P0T 1C0 (807) 597-4406

SEE Filby 1988 p. 268 = 294 books; 117 reels of microfilm; published guide available

DLC= Local History and Mining Collection

BAILIEBORO SEE CAVAN-MILLBROOK-SOUTH MONAGHAN UNION LIBRARY

BALA SEE PORT CARLING PUBLIC LIBRARY

BARRIE PUBLIC LIBRARY
37 Mulcaster St. Barrie ON L4M 3M2 (705) 728-1010

SEE Baxter 1989 p. 236 = collects material on Barrie, Oro, Essa, Vespra, Innisfil

SEE Filby 1988 p. 268 = 1000 books; Simcoe County Branch of Ontario Genealogical Society's collection = 350 titles; 253 reels of microform plus 374 census reels; Card index to Northern Advance 1847-1940; automated index to local newspapers 1984- ; index to births, marriages, deaths in local papers, 1847-1907

ALD = Fred Grant Collection and Montagu Leeds Collection

This Survey =
substantial collection
emphasis = Barrie and Simcoe County including surrounding townships of Oro, Innisfil, Vespra, and Essa - history, geography, culture, socio-economic features
houses library of the Simcoe County Branch of the Ontario Genealogical Society
written local history collection development policy
books (over 1000)
clippings (6 filing cabinet drawers of newspaper

clippings)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (many - through 1901)
city/town directories (some)
old telephone directories (1884+)
old school yearbooks (many)
newspapers (microfilmed - partially indexed)
maps (over 25)
photographs (a few)
videotapes (several)
microfilms include newspapers, census, Fred Grant historical scrapbooks

Benefitted from provincial jobs creation programs? = yes
Summer grant students indexed birth, marriage, death notices from Barrie newspapers for 1901-1920

Finding aids and indexes:
All material has been cataloged by author, title, subject and is listed in the OPAC (online public access catalog)(Dynix software)
Catalog is accessible in the library and via dial-up through Dynix Dial-Pac
Catalog of local history resources is also available in the library as computer print out (subset of the Dynix database)
Card catalog for the collection of the Ontario Genealogical Society Simcoe County Branch
Birth, Marriage, Death notices in Barrie newspapers 1847-1920, 1989+ (D-Base III) - computer print out
Barrie Newspaper Index (BARNI) 1984- (D-Base III) - computer print out

Current problems include:
Lack of space
Microfilm readers must be shared with other departments - it would be helpful if local history had a separate reader

BATH PUBLIC LIBRARY (LENNOX AND ADDINGTON COUNTY LIBRARY BOARD)
Box 400 Bath, ON K0H 1G0 (613) 352-3361

SEE Baxter 1989 p. 268 = 1851 census; index to Loyalist graves; 2 church histories; Tweedsmuir history; Bradshaw family history

BEAMSVILLE SEE LINCOLN PUBLIC LIBRARY

BELLEVILLE PUBLIC LIBRARY
223 Pinnacle St. Belleville, ON K8N 3A7 (613) 968-6731

SEE Baxter 1989 p. 236-237 = good genealogical collection; directories for Belleville/Hastings Co. 1857- ; telephone directories from 1883; indexes to census records 1851-1891 and newspapers 1856- ; Baxter describes substantial holdings related to births, marriages, deaths, cemetery records, Loyalists, land grants, Crown grants, township papers; over 100 family histories

SEE Filby 1988 p. 268 = 1500 books; 20 mss collections; 600 reels of microfilm including local newspapers; Belleville newspaper index 1860-79

This Survey =
substantial collection
emphasis = local history and genealogy of the Hastings and Prince Edward Counties area; local authors; many typescript and self published genealogical materials; United Empire Loyalist materials
books (1000+)
newspaper clippings (24 filing cabinet drawers)
biographical scrapbooks (12 looseleaf binders)
business and industry scrapbooks (13 looseleaf binders)
local clubs (6 looseleaf binders)
genealogical materials include:
published genealogies (some) (See**)
unpublished family histories (many) (See**)
census records (many) (See**)
city/town directories (many 1851+) (See**)
old telephone directories (many 1883+) (See**)
old school yearbooks (a few)
cemetery transcriptions (many) (See**)
newspapers (1856+ including Intelligencer and Hastings Chronicle - microfilmed - partially indexed)
maps (ca 75)
photographs (a few found in the vertical files)
oral history interviews (53 - all are transcribed)
= remimiscences about Belleville at the turn of the century (these are the property of the Hastings County Historical Society)
audio recordings (9) - including:
Centennial Secondary School Concert Band
Bridge Street United Church organist
Al Purdy (local poet)
Tyendinaga Mohawk singers
films and videotapes (8) - including:

Sketches of Our Town Series
Bay of Quinte Action Plan (2 videos)
The Library is People (Belleville Public Library 1977)
films on the Moira River, Roblins Mills, and the Trent-Servern Waterway
microfilms include newspapers, directories, census records, land records, and histories of 23 local families compiled by Loral and Mildred Wannamaker

Benefitted from provincial jobs creation programs? = yes
Indexed the Intelligencer and Hastings Chronicle for 1856-1879
Indexed birth, marriage, death notices for 1900-1961
Prepared information kits and brochures

Finding aids and indexes:
Subject heading list for local history clipping file
Belleville Newspaper Index 1856-1879 - computer printout
Index to Births and Deaths in the Intelligencer:
1856-1900 (card index)
1900-1961 (computer printout)
(**)Belleville Public Library. Genealogical Sources. (10 p.)
The United Empire Loyalists Around the Bay of Quirne : a Bibliography of Materials in the Belleville Public Library compiled by Elizabeth Mitchell, 1984 (31 p.)
Card index to Hastings County Historical Society Archives

Current problems include:
Lack of space for growing collection

BLOOMFIELD HALLOWELL UNION LIBRARY
36 Main St Bloomfield, ON K0K 1G0 (613) 393-3400

This Survey =
modest collection
books (under 100)
clippings/pamphlets (1 drawer)
genealogical materials (very few)
unpublished family histories (a few)
area newspapers (none)
photographs (a few)
oral history interviews (25 - some transcribed)
memories of the boom days and demise of the local canning factories, village mills, etc.
videotape (promotional video for Prince Edward County tourism)

Benefitted from provincial jobs creation programs? = yes
Student hired to help research a history of Bloomfield

BOWMANVILLE SEE NEWCASTLE PUBLIC LIBRARY

BRACEBRIDGE PUBLIC LIBRARY
94 Manitoba St. Bracebridge, ON P1L 1S1 (705) 645-4171

SEE Baxter 1989 p. 237 = large number of books on local history (Baxter lists 7 significant items including area histories, Rosewarne and Shea family histories, and Redmond Thomas scrapbooks)

BRADFORD - WEST GWILLIMBURY PUBLIC LIBRARY
100 Holland Ct Bradford, ON L3Z 2A7 (905) 775-3328

SEE Filby 1988 p. 268 = 20 books; 20 reels of microforms

BRAMPTON PUBLIC LIBRARY
65 Queen St East Brampton, ON L6W 3L6 (905) 453-2444

Local History resources held at the
Chinguacousy Resource Branch
150 Central Park Drive Brampton, ON L6T 1B4
(905) 793-4636

SEE Baxter 1989 p. 237 = history of Brampton and former township of Chinguacousy and Toronto Gore; voter lists; assessment rolls; name indexes; cemetery records; newspapers 1867+; books; clippings; photographs; repository for Halton-Peel branch of the Ontario Genealogical Society

SEE Filby 1988 p. 269 = Books; 500 reels of microfilm; Local History Catalogue

SEE Ontario's Heritage v. 7 1979 p.20-21 = describes archives and manuscript holdings as of 1979

This Survey =
substantial collection
emphasis = Brampton and the former township of Chinguacousy and Toronto Gore
written local history collection development policy, collection utilization policies, staff guidelines for cataloging and maintaining the collection
books (over 100)
pamphlet file (13 filing cabinet drawers)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (some)

city/town directories (some)
old telephone directories (many)
old school yearbooks (some)
newspapers (1867+ - microfilmed - partially indexed)
maps (under 50)
photographs (over 100)
local history audio recordings (under 25)
films and videotapes (several commercial productions)
microfilms include newspapers, telephone directories, women's institutes, census, voters lists, grave registers, tax assessments

Finding aids and indexes:
Local history catalog - entire collection is cataloged using a unique in-house system which identifies each item by subject heading, date, and format
Card index to material in local newspaper
Plans are in progress to include the local history collection in the library's online Dynix database

Current problems include:
Lack sufficient time to develop and promote collection
Delay in putting the collection on-line
Obtaining resources that reflect the community's ethnic diversity

BRANTFORD PUBLIC LIBRARY
173 Colbourne St Brantford, ON N3T 2G8 (519) 756-2220

SEE Baxter 1989 p. 237-238 = books; newspapers on microfilm 1852- ; births, marriages, deaths; index to 1871 census; Baxter describes extensive census holdings on microfilm; city and county directories 1851+; cemetery records; maps/atlases 1875+; family histories (Baxter names 29 specific families); church histories; scrapbooks; land records; Tweedsmuir histories

SEE Filby 1988 p. 269 = 400 books; 900 reels of microfilm; Guide to the Local History Collection

DLC = historical collection; manuscripts; photographs; maps; clipping files; other material relating to the history of Brantford and district

BRITT AREA LIBRARY
P.O. Box 2 Britt, ON P0G 1A0 (705) 383-2292

ALD = Canadian aviation history

BROCKVILLE PUBLIC LIBRARY
21 George St Brockville, ON K6V 5T7 (613) 342-3936

SEE Baxter 1989 p. 238-239 = family histories (Baxter names 10); cemetery records; census returns 1796, 1861-1891; Tweedsmuir history; Brockville newspapers 1828+

BRUCE COUNTY PUBLIC LIBRARY
Box 609 Port Elgin, ON N0H 2C0

SEE Filby 1988 p. 275 = 350+ books; 15 reels of microfilm; Bibliography of Local History File (1983)

BURLINGTON PUBLIC LIBRARY
2331 New St Burlington, ON L7R 1J4
(905) 639-3611

SEE Baxter 1989 p. 239 =
local histories (Baxter names 2); cemetery records; 1877 atlas; newspaper indexes; Tweedsmuir histories; census returns; marriage registers; family papers (Baxter names 7)

SEE Filby 1988 p. 269 =
200 books; mss; 25 reels of microfilm; Name index to Nelson Township Census 1851-1881; Local newspaper index 1982-86

This Survey =
substantial collection
emphasis = both current and historical resources on the Burlington area are collected and kept in the Galloway Room to ensure the events of today will be preserved as the history of tomorrow
written local history collection development policy, collection utilization policy, materials donation form
books (1000+)
vertical files (3 cabinet drawers)
biography, churches, historic homes and sites, schools, architecture, etc.
scrapbooks (several)
genealogical materials include:
published genealogies (some)
unpublished family histories (many)
census records (many)
city/town directories (many)
old telephone directories (many)
old school yearbooks (many)
newspapers (1847+ - microfilmed - indexed)
Hamilton Spectator 1847+
Burlington Gazette 1899-1985

The Post 1969+
Burlington Journal 1993+

maps (some)
photographs (a few)
slides (under 100)
post cards (a few)
videotape (The Eyes of Memory - a film on Burlington history produced in 1972)
microfilms include newspapers, census, marriage registers, telephone directories, insurance plans, gazetteers, Tweedsmuir histories, regional and municipal Council minutes, land fill records, Draper Manuscript Collection (re Joseph Brant)
archival collections include records of the Burlington Horticultural Association, Burlington Chapter Canadian Federation of University Women, Zonata Club, citizen groups, Burlington Public Library
minutes are deposited by the Halton Regional Council and Committees, Board of Education and Roman Catholic School Board, and the Burlington City Council and Committees, Museums Board, Public Library Board, Hydroelectric Commission, and Information Burlington

Benefitted from provincial jobs creation programs? = yes
Worked on the 1981 Access to Community History project which involved microfilming and indexing back issues of the Burlington Post

Finding aids and indexes:
Burlington Collection Where to Look Card File - index to historical and genealogical information in the collection
Much of the collection has been cataloged and is listed in the library's Dynix OPAC
Burlington Newspaper Indexes
1899-1929 birth, death, marriage notices in the Burlington Gazette (card index)
(1929-1969 is being indexed by volunteers)
1969-1990 index to area newspapers (subjects and births, marriages, deaths) (manual index)
1990+ computer index to subjects, births, marriages, deaths (using Authex software)
(retrospective computer indexing of 1969-1990 is planned)
Brochures and information sheets including:
The Burington Collection 1994
The Burlington Collection: Family Research
The Burlington Collection: Architectural Research
Maps and Plans in the Burlington Collection

CAMBRIDGE PUBLIC LIBRARY
20 Grand Ave North, Cambridge, ON N1S 2K6
(519) 621-0460

SEE Baxter 1989 p. 239-240 =
birth, marriage, death notices from local newspapers 1849-1959

ALD = John Galt Collection

CAPREOL PUBLIC LIBRARY
9 Morin Steet Capreol ON P0M 1H0
(705) 858-1622

SEE Ontario's Heritage v. 13 1980 p. 19 =
library minutes and cashbooks, 1970+

CASTLETON SEE CRAMAHE TOWNSHIP PUBLIC LIBRARY

CAVAN-MILLBROOK-SOUTH MONAGHAN UNION LIBRARY
RR#1 Bailieboro ON K0L 1B0
(705) 939-6510

This Survey =
collection = minimal, scattered through several branches
books (under 100)
clippings/pamphlets (3 folders)
genealogical materials include:
published genealogies (some)
unpublished family histories (a few)
cemetery records (a few)
newspaper (1952+ - not microfilmed)
maps (under 10)
photographs (a few)
oral history interviews (a few)

Current problems include:
Scattered resources
No bibliography of materials/resources in the region

CHATHAM PUBLIC LIBRARY
120 Queen St Chatham, ON N7M 2G6

SEE Baxter 1989 p. 240 =
newspapers 1841+ - indexed by name and subject; directories; cemetery transcriptions - indexed; census returns 1851-1891 - partially indexed; marriage registers; Crown Land patents; 1881 historical atlas; family histories; land records; deaths and marriages; local histories of Black and Irish

populations (Baxter lists 3)

This Survey =
modest collection
emphasis = local history including Black history
books (over 500)
clippings/pamphlets
vertical file (6 filing cabinet drawers)
biographical file (2 filing cabinet drawers)
community organizations (1 file drawer)
genealogical materials include:
published genealogies (a few)
(including Black, French, Irish, German, and Loyalist genealogy)
unpublished family histories (some)
census records (many)
city/town directories (many) (1864+)
old telephone directories (a few)
old school yearbooks (a few)
newspapers (1841+ - most have been indexed)
newspapers include:
The Provincial Freeman 1854-1857
The Voice Of The Fugitive 1851-1852
maps (a few)
post cards (a few)
films and videotapes (a few commercial productions)

Benefitted from provincial jobs creation programs? = yes
Indexed newspapers 1841-1945 for biographical information

Finding aids and indexes:
Biographical index (surname, subjects, births, marriages, deaths) to Chatham and some Kent County newspapers 1841+
Index to Kent County cemetery transcriptions
Black History in Kent County: a selective booklist 1991 (4 p.)
Tracing Your Roots in Kent County 1991 (9 p.)

CLEARVIEW PUBLIC LIBRARY
201 Huron Street Stayner, ON L0M 1S0
(705) 428-3595

SEE Baxter 1989 (STAYNER PUBLIC LIBRARY) p. 265-266 =
small collection; newspaper clippings; births, marriages, deaths; family histories (Baxter lists 3); local histories

This Survey =
modest collection
emphasis = local families, churches, municipal history, geography of the Niagara Escarpment
books (a few)
clipping file (1 filing cabinet drawer)
community organizations (6 looseleaf binders)
Clearview Women's Institute disbanded in 1993 and gave the library permanent loan of its Tweedsmuir histories (2 volumes)
genealogical materials include:
published genealogies (a few)
census records (a few)
city/town directories (a few)
old school yearbooks (a few)
newspapers (1885+)
maps (under 10)
oral history interviews (2 - not transcribed)
films and videotapes
Holland Days festival (1980s) (16mm)
Collingwood Great Northern Exhibition 1994 (VHS)
minutes and reports of municipal Council and School Board

Current problems include:
Clearview Public Library was formed in January 1994 from 3 separate libraries due to municipal restructuring; need to expand collection to meet needs of the "new" community to be served - only the main branch had a collection in the past

COBOURG PUBLIC LIBRARY
18 Chapel St Cobourg, ON K9A 1H9

SEE Baxter 1989 p. 240-241 =
national census and assessment records for the region 1842+ - indexed; Hamilton Township census records 1797-1842 and assessment records 1807-1847 - indexed; local histories; church histories; births, marriages, deaths; newapapers on microfilm 1831+ - some indexed (SEE Baxter for details); cemetery transcripts - some indexed; city directories 1851+

COLBORNE PUBLIC LIBRARY
Box 190 Colburne, ON K0K 1S0
(905) 355-3722

SEE Filby 1988 p. 270 =
books; mss; has published several illustrated booklets on area history

This Survey =
modest collection
books (a few)
clippings/pamphlets (a few)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
(e.g. Keeler, Dryden, Peterson)
city/town directories (a few)
cemetery transcriptions (some)
local newspaper (not microfilmed)
maps (a few)
photographs
(Heritage Inventory of Architecturally Significant Buildings, 1977)
(125th Anniversary Committee photograph collection - reproductions from early 1900s)
Reports of the Ontario Bureau of Archives [1903-1933]
Women's Institute - minutes 1937-1993;
Tweedsmuir histories (7 scrapbooks)

Finding aids and indexes:
Colborne Public Library. Local History and Genealogy Resources [4] p. plus supplement
Marriages and obituaries in Colborne and area - late 1800s to 1990s - newspaper clippings - indexed

Current problems include:
Lack of space
Lack staff and time to encourage local input and deal with enquiries

COLLINGWOOD PUBLIC LIBRARY
100 Second St Collingwood, ON L9Y 1E5
(705) 445-1571

SEE Baxter 1989 p. 241 =
books; early directories and atlases; index to births, marriages, deaths 1882+; local cemetery transcripts; census returns 1851-1891; family histories (Baxter lists 16)

This Survey =
modest collection
emphasis = local history; clippings on marine history, shipping, ship building
books (270)
clippings (150 file folders)
community organizations information
(10 file folders and 4 scrapbooks)
genealogical materials include:

published genealogies (some)
unpublished family histories (some)
census records (some)
city/town directories (a few)
old school yearbooks (many)
newspapers (11 titles, 1866+ - microfilmed - indexed)
maps (3)
photographs (5)
oral history (videotaped interview with four elderly area residents)
audio recordings (3)
microfilms include newspapers, microfiche of county directories for Ontario counties to 1900, International Genealogical Index (Canada, Wales, Ireland, Scotland, England, Netherlands, Germany), church register, land index

Benefitted from provincial jobs creation programs? = yes
Newspapers were indexed by subject 1882-1910 and for births, marriages, deaths 1882-1984

Finding aids and indexes:
Local history books are cataloged in the library OPAC
Card index to vertical files
Subject index to area newspapers 1882-1910
Card index to births, marriages, deaths 1882-present

Current problems include:
Lack of time to file clippings

CORNWALL PUBLIC LIBRARY
208 2nd St East Cornwall, ON K6H 5V1
(613) 932-4796

SEE Baxter 1989 p. 241-243 =
extensive genealogical collection; census records 1851-1891; local parish registers/marriages (Baxter lists 7); newspapers 1876+ (Baxter lists 4); cemetery transcripts; over 250 books; many family histories (Baxter lists 27); large number of local histories; church histories; helpful staff

This Survey =
substantial collection
emphasis = publications (non-fiction and fiction) from and about Stormont, Dundas, and Glenngarry Counties; many church and parish histories; St Lawrence Seaway monographs
books (over 1000)

vertical files (4 filing cabinet drawers)
contains: clippings, pamphlets, brochures, photographs, annual reports, other reports
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (many)
city/town directories (many)
old telephone directories (many)
newspaper [1876], 1883+ (not indexed)
maps (a few)
photographs (the library has a few photographs in the vertical file, but soon the Historical Society will store its photo collection in the library's new local history room)
City of Cornwall Council minutes
microfilms include newspapers, census (1857-1901), many parish registers, land registries

Benefitted from provincial jobs creation programs? = yes
A much needed Personal Name Index to the local history book collection was created. It has been continued and may eventually be available online through the library's integrated automation system

Finding aids and indexes:
Personal Name Index to the local history collection
Local History Binder (lists/describes holdings)
Donald MacDonald and Alex Fraser publications index parish records, cemetery listings, and general genealogies

Current problems include:
Inadequate storage facilities
Personal name index needs updating
Staff has limited training in this specialized field
Little coordination of resources with other local organizations

CRAMAHE TOWNSHIP PUBLIC LIBRARY
Town Hall Percy St Castleton, ON K0K 1M0
(905) 344-7320

This Survey =
minimal collection
emphasis = Northumberland County
books (15) including: village histories, family histories, books on apple and cheese production
pamphlets (illustrated newspaper supplements celebrating bicentennial of Cramahe Township

(1992), and 125th anniversary of the village of Colborne (1984))
photostat copy of the Castleton Women's Institute Tweedsmuir history and 9 scrapbooks (deposited 1992)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
cemetery transcriptions (17 booklets)
baptism register (Wesleyan Methodist Baptism Register for Cramahe Township)
photographs (a few)
looseleaf binders (2 containing poems written by a local resident some years ago and handwritten notes on an old one room schoolhouse)

DEEP RIVER (W. B. Lewis) PUBLIC LIBRARY
Alder Crescent Deep River, ON K0J 1P0
(613) 584-4244

SEE Baxter 1989 p. 243 =
small but growing collection; newspaper 1871-1915 - indexed; cemetery and burial records (Baxter lists 5 cemeteries)

DELHI TOWNSHIP PUBLIC LIBRARY
192 Main St Delhi, ON N4B 2M2
(519) 582-1791

This Survey =
modest collection
written local history collection development policy
special emphasis - tobacco industry (Delhi is home of the Ontario Tobacco Museum)
books (over 100)
clippings (a few)
genealogical materials include:
published genealogies (a few)
census records (some)
newspapers (Simcoe Reformer/Delhi News Record 1857+ - microfilmed - not indexed)
maps (a few)
photographs (a few)
slides (a few dealing with Tobacco industry)
oral history interviews (5 - transcribed and included in The Tobacco Leaf Yesterday and Today published by the library in 1979)
audio recordings (1)
16mm film (The Back Breaking Leaf)
microfilms include newspapers, Tweedsmuir histories and

scrapbooks from area Women's Institutes, land grant records

Finding aids and indexes:
Indexes to church and cemetery records prepared by the Norfalk Chapter of the Ontario Genealogical Society

Current problems include:
Materials owned by the local branch of the Ontario Genealogical Society would be more accessible if members could be encourged to deposit them for safekeeping and access in the library

DESERONTO PUBLIC LIBRARY
309 Main Street Deseronto, ON K0K 1X0
(613) 396-2744

SEE Filby 1988 p. 270 =
10 books; 15 mss; 39 reels of microfilm; index to collection in progress

DLC = Local History; North American Indian collection

DRYDEN PUBLIC LIBRARY
36 Van Horne Ave Dryden, ON P8N 2A7
(807) 223-4314

ALD = Local history collection

DUNDALK PUBLIC LIBRARY
Box 190 Main St Dundalk, ON N0C 1B0
(519) 923-3248

This Survey =
modest collection
books (under 50)
pamphlets/clippings
31 looseleaf binders organized by subject
4 filing cabinet drawers including local history files, family history files, cemetery records
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
newspaper (Dundalk Herald [1877-1910] - microfilmed)
maps (a few)
photographs (a few)
slides (a few)
films/videotapes (3 of local hometown reunions)

microfilms include newspaper; census records (1851-1881); Proton Township minute books (1856+), cash book (1881-1900), treasurer's book (1874-1899), collectors rolls (1878+), account books (1857+); Dundalk cash books (1903-1926), collector's rolls (1884); Tweedsmuir histories and scrapbooks (Cedarville and Dundalk); Charles Clark journal; Risby Farms (1868-1878)

Benefitted from provincial jobs creation programs? = yes
Updated birth, marriage, death files

Finding aids and indexes:
Researching Your Family Roots: What Dundalk Public Library Has to Offer You [3] p.
Card index to births, marriages, deaths/cemetery records

DUNDAS PUBLIC LIBRARY
18 Ogilvie St Dundas, ON L9H 2S2
(905) 627-3507

SEE Baxter 1989 p. 243-244 =
local histories (Baxter lists 4 major titles); scrapbooks; newspaper clippings; high school yearbooks 1950+; atlases; assessment rolls; census returns; newspapers 1827+ - partially indexed (Baxter lists 5); Tweedsmuir histories; directories 1928+; family histories (Baxter lists 6)

SEE Filby 1988 p. 270 =
100 books; 3 mss; 118 reels of microfilm = newspapers, assessments, census; Index to newspapers

This Survey =
modest collection kept in separate Archives Department
emphasis = Dundas and surrounding areas; genealogy; local history; municipal documents, minutes, bylaws
books (over 100)
clippings/vertical file materials
(7 very large vertical file drawers - includes public files and staff backup of security duplicate files)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (many)
city/town directories (a few)
old telephone directories (a few)
old school yearbooks (a few)

newspapers (1826+ - microfilmed - indexed)
maps (about 50)
photographs (about 100)
videotapes (3 copies of The Palpable Osler - written and narrated by Dr. Charles G. Roland, McMaster University)
microfilms include newspapers, assessment rolls (1835-1942), census (1851-1891), Tweedsmuir histories (Orkney, Strabane)

Benefitted from provincial jobs creation programs? = yes
Created card index to Dundas newspapers on microfilm
Created vertical file and index to vertical file
Both finding aids have been kept current by staff
"Without these invaluable tools, there would hardly be an Archives Department"

Finding aids and indexes:
Card index to Dundas newspapers (family names, births, deaths, subjects) Some (1932-1948) have been put onto a hard disc on a dedicated microcomputer in the Archives (software = Procite)
Card index to Archives vertical file (family names, births, deaths, subjects)
All books in the Archives are listed in an online database searchable through the OPAC (software = Multilis)
Card index to four local histories:
Picturesque Dundas 1972
The History of the Town of Dundas by T. Roy Woodhouse
Historical Dundas by T. Roy Woodhouse
Reminiscinces of an Old Boy (William Henry Moss scrapbook)

Current problems include:
Lack of space
Very old microfilm reader printer
Theft (a duplicate staff only vertical file is maintained so stolen clippings can be replaced)

EAST GWILLIMBURY PUBLIC LIBRARY
19513 Yonge St Holland Landing, ON L0G 1H0
(905) 836-6492

This Survey =
minimal collection
emphasis = the East Gwillimbury area
library has a written local history collection

development policy
books (a few)
clippings (3 looseleaf binders of newspaper clippings)
genealogical materials include:
published genealogies (a few)
census records (a few)
city/town directories (a few)
newspaper (1975+ - not microfilmed - not indexed)
maps (a few)
photographs (over 50)
films and videotapes (commercially produced docudrama on Samuel Laut, a local 19th century blacksmith)

Benefitted from provincial jobs creation programs? = yes
Two students did a summer project in which they researched, photographed, and wrote a report on six historically significant local buildings including a 19th century hotel and court house; these reports have proven useful to the local LACAC as well as to the public

Finding aids and indexes:
Library has indexed one 19th century history book which did not have its own index

Current problems include:
Funds to support growing interest in the collection

ELGIN SEE RIDEAU LAKES UNION LIBRARY

ELGIN COUNTY PUBLIC LIBRARY
450 Sunset Drive St Thomas, ON N5R 5V1
(519) 633-0815

SEE Baxter 1989 p. 264-265 =
repository for genealogical society's book collection; many family histories (Baxter lists 14 of them); newspapers 1832+; city directories; Tweedsmuir histories; indexes to biographies and early newspapers, births, marriages, deaths

SEE Filby 1988 p. 275 =
3000 books; few mss; 1300 microforms

ELLIOT LAKE PUBLIC LIBRARY
151 Ontario Avenue Elliot Lake, ON P5A 2T2
(705) 461-7204

SEE Baxter 1989 p. 244 =
small collection; newspaper clippings 1956-1960; 1871 census; some local histories

SEE Ontario's Heritage v. 13 1980 p. 19 =
minutes 1957+; area corporation reports 1978+; clippings

ENGLEHART PUBLIC LIBRARY
54 Third Street Englehart, ON P0J 1H0
(705) 544-2100
ALD = Local history

ESPANOLA PUBLIC LIBRARY
245 Avery Drive Espanola, ON P0P 1C0
(705) 869-2940

ALD = Local history, Oral history

SEE Ontario's Heritage v. 13 1980 p. 20 =
Espanola Standard 1974+; Espanola Monitor 1976+; oral history tapes; historical scrapbooks; photographs 1920-

ETOBICOKE PUBLIC LIBRARY RICHVIEW BRANCH
1806 Islington Avenue Etobicoke, ON M9C 5H8
(416) 394-5120

SEE Filby 1988 p. 270 =
800 books; 32 mss; oral histories; 40 reels of microfilm

EXETER SEE HURON COUNTY PUBLIC LIBRARY

FERGUS PUBLIC LIBRARY
190 St Andrew St West Fergus, ON N1M 1N5
(519) 843-1180

SEE Baxter 1989 p. 244-245 =
local histories (Baxter lists 6); no other genealogical materials

FONTHILL SEE PELHAM PUBLIC LIBRARY

FORT ERIE PUBLIC LIBRARY
136 Gilmore Road Fort Erie, ON L2A 2M1
(905) 871-2546

Brock 1971 =
rated ** lists 50 books, microfilms, newspapers (1923-) related to the Niagara Region owned in 1971

This Survey =
modest collection
emphasis = history of Greater Fort Erie and to a lesser extent the Niagara Peninsula and Niagara Frontier

books (ca 300)
clippings (ca 150 folders of clippings, periodical articles, brochures, pamphlets, etc.)
genealogical materials include:
published genealogies (a few)
census records (1842, 1851-1891)
city/town directories (a few 1973+)
old school yearbooks (some 1970+)
newspaper (Fort Erie Times Review ca 1909+, subject indexed through early 1970s)
maps (some)
photographs (ca 1100 photos donated by the Fort Erie Times Review organized in 25 looseleaf binders with photocopies of the articles they accompanied; there are more photos from the newspaper which remain unprocessed)
slides (a few made from old post cards)
post card collections (a few small personal collections that have been donated to the library)
oral history interviews (98 transcribed interviews with local people and community leaders concerning memories/history of Ft. Erie)
films and videotapes (several including 5 Flags Over Fort Erie (16mm) and a videotape of the 1993 repatriation ceremonies when remains of War of 1812 soldiers were returned to the U.S.)
microfilms include newspaper, town and regional council minutes, agendas, censuses
manuscript = Hugh Alexander (early Ft Erie merchant) Account and Letter Book (1811-1816) (missing section is in the collection of the Metro Toronto Reference Library)

Benefitted from provincial jobs creation programs? = yes
Students processed photographs donated by the Fort Erie Times Review and indexed newspapers
Oral history project conducted by grant workers

Finding aids and indexes:
Local history books are cataloged in the library's OPAC; there ia also a local history card catalog
Subject index on cards to vertical files and photograph binders
Card index to the Fort Erie Times Review through the early 1970s

Current problems include:
Lack of staff - currently there is only reference service provided
There is a backlog of unprocessed materials

GANANOQUE PUBLIC LIBRARY
100 Park St Gananoque, ON K7G 2Y5
(613) 382-2436

SEE Baxter 1989 p. 245 =
local newspaper = 1860+; newspaper indexed by surname and subject 1860-1923; township papers - indexed; cemetery records (Baxter lists 17 cemeteries) - some indexed; family histories

GEORGETOWN SEE HALTON HILLS PUBLIC LIBRARY

GEORGINA TOWNSHIP PUBLIC LIBRARY
80 The Queensway South Keswick, ON L4P 1Z3
(905) 476-5762

SEE Filby 1988 p. 271 =
400 books; 10 mss; 10 reels of microfilm

This Survey =
minimal collection
emphasis = published materials and newspaper clippings
(manuscripts and archival materials are housed in City Hall under the auspices of the Georgina Historical Society)
books (over 100)
clippings (several file folders)
genealogical materials include:
published genealogies (a few)
census records (a few)
city/town directories (a few)
old telephone directories (a few)
newspaper (1969+ - microfilmed - not indexed)
maps (a few - at City Hall)
photographs (over 100 - at City Hall)
slides (over 50 - at City Hall)
post cards (a few)
oral history interviews (Historical Society has some)
archival materials at City Hall include materials on early local families, inventory of local buildings

Benefitted from provincial jobs creation programs? = yes
Grants were used to catalog and classify (Dewey)
archival materials at City Hall

Finding aids and indexes:
Card catalog of materials at City Hall was in the library (but it is currently missing)

Current problems include:
Limited public access to materials at City Hall
Security problems (e.g. missing card catalog)

GLOUCESTER PUBLIC LIBRARY
2950 Bank St Gloucester, ON K1T 1N8
(613) 748-4226

SEE Filby 1988 p. 270 = 400 books

GODERICH SEE HURON COUNTY PUBLIC LIBRARY

GOULBOURN TOWNSHIP PUBLIC LIBRARY
7749 Bleeks Road Munster, ON K0A 3P0
(613) 838-2888

ALD = Oral history

GRAND VALLEY PUBLIC LIBRARY
4 Amaranth St E Grand Valley, ON L0N 1G0
(519) 928-5622

This Survey =
minimal collection
emphasis = Grand Valley and environs
books (over 50)
genealogical materials include:
published genealogies (a few)
gravestone inscriptions (some)
East Luther voters lists (1952-1970)
newspapers ([1902-1991] - microfilmed)
maps (20)
microfilms include newspaper, Tweedsmuir histories (3 reels)
scrapbooks (library news)

Finding aids and indexes:
Grand Valley Public Library Local History Material 1994

Current problems include:
The entire collection was lost in 1985 due to a tornado
It is difficult to locate materials to rebuild the collection
Would like to index newspaper and Tweedsmuir histories but lack of funds make this impossible

GRIMSBY PUBLIC LIBRARY
25 Adelaide St Grimsby, ON L3M 1X2
(905) 945-5142

SEE Baxter 1989 p. 245 =
Lincoln County census 1828, 1851-91; assessment rolls 1875-1976; weekly newspaper 1885+ - incomplete and not indexed; local histories (Baxter lists 3)

Brock 1971 =
rated * lists 20 books, microforms, newspapers (1942-72) related to the Niagara Region owned in 1971

GUELPH PUBLIC LIBRARY
100 Norfolk St Guelph, ON N1H 4J6
(519) 824-6220

SEE Baxter 1989 p. 246-247 =
microfilm = newspapers, censuses, assessment rolls, Tweedsmuir histories, city directories, telephone books, mss materials; information on local families; local histories (Baxter lists 8); municipal records; family histories; directories; Land Records Index; small photographic collection

SEE Filby 1988 p. 270 =
300+ books; 10+ mss collections with 50 to 3000+ items in each; 300+ microfilm reels; inventories of individual mss collections; key word index to prints and photos in the library's own archives

This Survey =
substantial collection including many manuscript materials
emphasis = Guelph and Welland County
library has a donation form
books (over 600 including the collected works of John Galt (town founder))
clippings (18 filing cabinet drawers - contains newspaper clippings (clipped daily), brochures, newsletters, etc. - includes: biography/obituary, business/industry, churches, architecture, etc.)
clippings from the Guelph Mercury 1954-1981 (25 linear ft.) donated by a local newspaper man
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (Gore District 1818-1845; Wellington County 1851-1891)
city/town directories (1852+)

old telephone directories (1883+)
old school yearbooks (1925+)
marriage registers (some)
cemetery records (some)

newspapers (1847+ - most owned both on microfilm and in hard copy - not indexed except for the Centennial issue)

maps (over 50)
(also historical atlases; fire maps on microfilm)

photographs (about 600)

slides (a few)

post cards (about 100)

audio recordings (a few 78 rpm discs of local opera singer Edward Johnson)

films and videotapes (about 5 including commercially produced films and amateur records of local events)

microfilms include newspapers, assessment rolls, Tweedsmuir histories, city directories, phone books, Goad fire insurance maps 1890-1960, Couling Bundy Inventory of Buildings 1827-1927, censuses, land records, theses dealing with Guelph (ca 7)

Some government records (e.g. municipal by-laws; some minute books)

archives of ca 12 private organizations (e.g. Kiwanis Club, Rotary Club, St James Anglican Church)

archives of the Guelph Public Library (the oldest free public library in Ontario, est. 1882)

personal papers of prominent individuals and families (inventories available at information desk)

family scrapbooks (Shutt, Crowe, Higinbotham, Goldie, Ralph Smith)

Benefitted from provincial jobs creation programs? = yes

The collection was organized and created by three workers hired with provincial grants in the early 1980s

Finding aids and indexes:

Using D-Base3 a key word index to the entire local history collection (books, manuscripts, and photographs) was prepared; a print-out is available in 3 looseleaf binders. (SEE Kearns article in Canadian Library Journal April 1986)

Index to the Centennial Edition of the Guelph Daily Mercury and Advertiser (July 20, 1927)

Subject heading list for the vertical file

Guelph Public Library Genealogy: A Quick Reference Guide 1988

Guelph Public Library Local History: A Quick Reference Guide

Holdings included in:
Bloomfield, Elizabeth. Inventory of Primary and Archival Sources - Guelph and Wellington County to 1940 -- Guelph : Guelph Regional Project, University of Guelph, 1989 (628 p.)

Current problems include:
Budget cuts forced the library to eliminate the position of Archivist in 1991
Currently, except for reference service and the daily clipping of newspapers by regular reference staff, the collection is unstaffed and is not being developed and maintained
The keyword index has not been updated in several years - would ideally like to update the database and make it available online

Articles concerning Guelph local history automation:

Kearns, Linda J. "John Galt meets VICTOR 9000," Canadian Library Journal 43 (April 1986): 97-103

Bloomfield, Elizabeth "Building a better bibliography: computer aided research tools," Canadian Library Journal 46 (August 1989): 239-247

HALTON HILLS PUBLIC LIBRARY
8 Church St Georgetown, ON L7G 2A3
(905) 873-2681

This library has a local history collection
Reportedly, for several years, there has been a computer database of historic photographs and computerized indexing of local newspapers
The newspaper index is now available through the library's Online Public Access Catalog (OPAC) and, via the Halinet network, through the OPACs of three nearby public libraries (Oakville, Burlington, Milton)

HAMILTON PUBLIC LIBRARY
(HAMILTON WENTWORTH PUBLIC LIBRARY)
55 York Blvd Hamilton, ON L8N 4E4
(905) 529-8111

See Baxter 1989 p. 247-248 =
a great deal of material on the Hamilton Wentworth area dating from early 19th century and much of it indexed; books; newspapers; clippings; photographs; assessment rolls; funeral home records; Tweedsmuir histories; War of 1812

claims; gaol registers; orphan asylum registers; militia records; scrapbooks; city directories; family papers (Baxter lists 8); outstanding newspaper and journal collection 1824+; many newspapers from outside the Hamilton area; municipal records; picture collection contains 10,000+ pictures and photographs; maps and surveys 1791+; censuses 1842-1891; birth, marriage, death registers; cemetery registers; voters lists (SEE Baxter for more details)

This Survey =

very large diverse collection with resources dating from the library's establishment in 1890

collects material in any format (except as of 1994 had not started to collect computer dependent resources)

employs 5.5 FTE staff including a full time director and a full time professional archivist

has prepared a formal statement of mandate

form for donations of materials

for security purposes, patrons must fill out a separate request form for each item requested; forms are retained by the department

patrons must obtain an Archives Users Card before archival/manuscript materials can be supplied

rules governing use of resources are posted at the request desk

emphasis = Hamilton Wentworth area

books (many including over 1000 that deal with the history of Hamilton/Wentworth and Ontario; histories of other Ontario communities are actively collected; books by local authors; much on War of 1812, United Empire Loyalists, and Canadian Artic expeditions; large collection of pre-1950 Canadiana (i.e. pre-dating the founding of the National Library of Canada))

clippings

12 filing cabinets of clippings (newspaper has been clipped daily since the 1920s)

3 filing cabinets of pamphlets (individually cataloged and indexed in the "Where to Look" file)

scrapbooks (many - indexed in the "Where to Look" file)

genealogical materials include:

published genealogies (many)

unpublished family histories (some)

census records (1842-1891)

city/town directories (many 1853+)

old telephone directories (many 1879+)

cemetery inscriptions (many)

newspapers (1824+ - over 100 titles - some have been microfilmed, some are hard copy, some are indexed in the "Where to Look" file)
maps, atlases, and surveys (many 1791+)
pictures and photographs (many)
including:
over 10,000 individually mounted and indexed prints
nearly 500,000 negatives from the Hamilton Spectator for 1955-1984
negative files of the Hubert Beckett studio
slides (some - made from items in the collection and used to accompany presentations)
post cards (over 1500 arranged by subject depicting local scenes 1902+; these have been photocopied for security purposes; patrons search the copies before requesting the originals)
audio recordings (a few local radio programs etc.)
films and videotapes (about 30 films of local interst some of which have been transferred to video - a mixture of home movies and professional productions)
microfilms include newspapers, censuses, assessments, telephone directories, funeral home records, Tweedsmuir histories, War of 1812 claims index, Gaol registers, Hamilton Orphan Asylum records, military records, scrapbooks, family papers
archival/manuscript resources include:
archives of the library
municipal archives of Hamilton and Wentworth County for the 19th century includes birth, marriage, death registers; voters lists, etc. (There is currently no municipal archives- if one is established these records will be transferred)
archives of local businesses and organizations
collections of family and personal papers
memorabilia and greeting cards

Benefitted from provincial jobs creation programs? = yes
In the 1980s provincial summer grants enabled the department to hire and train university students to provide conservation treatment to a scrapbook collection and, under the guidance of the archivist, to process and create finding aids for manuscript collections which would otherwise have remained unprocessed

Finding aids and indexes:
Cataloged books are listed in the library OPAC

The "Where to Look" file is a very large card index started in the 1930s which indexes the entire collection - clippings, books, pamphlets, photographs, periodicals, newspapers, archives - by subject, personal and corporate name

There are inventories and finding aids in the library for many of the manuscript collections

Several handouts offer instructions on how to use the "Where to Look" file

Brochure briefly describes resources and policies, and emphasizes "WE ARE LOOKING FOR MORE"

Current problems include:

The department has suffered some small cuts in staff and funding but generally there are few problems.

The large size of the existing card indexes and catalogs would make them difficult and expensive to automate

HANOVER PUBLIC LIBRARY
341 10th Street Hanover, ON N4N 1P5
(519) 364-1420

ALD = Local history

HASTINGS PUBLIC LIBRARY
SEE NORTHUMBERLAND COUNTY PUBLIC LIBRARY

HAWKESBURY PUBLIC LIBRARY
550 Higginson Street Hawkesbury, ON K6A 1H1
(613) 632-6656

ALD = Genealogy (French)

HUNTSVILLE PUBLIC LIBRARY
7 Minerva St Huntsville, ON P0A 1K0
(705) 789-5232

SEE Baxter 1989 p. 248 =
limited genealogical material; good collection of local histories; several church histories

This Survey =
moderate collection
emphasis = Muskoka/Parry Sound region and Huntsville
books (over 200)
clippings/vertical files
4 filing cabinet drawers of local history pamphlets and clippings and municipal information
1 filing cabinet drawer and 1 looseleaf binder on

community clubs and organizations
4 filing cabinet drawers of materials relating to the "Algonquins of Golden Lake Claim" - a study prepared for the Ontario Native Affairs Secretariat in 1993 by Jean Holmes and Associates - includes the executive summary, primary documents, secondary documents, and over 50 maps
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (1871-1901)
old telephone directories (some 1906+)
old school yearbooks (a few)
newspapers (1895+ - most microfilmed - not indexed)
maps (55)
photographs (a few)
videotape (Muskoka - A Look Back)
microfilms include newspapers, census records, land records, cemetery transcriptions

Finding aids and indexes:
Local history and genealogy books, census holdings, and local history files including listings by family name are entered in the library database - a customized bibliography can be printed on demand
Research directory of surnames prepared by the Muskoka/Parry Sound genealogical group

HURON COUNTY PUBLIC LIBRARY EXETER BRANCH
330 Main St Exeter, ON N0M 1S6
(519) 235-1890

SEE Baxter 1989 p. 244 =
local histories (Baxter lists 5); Historical atlas 1879; newspapers on microfilm 1873+; cemetery records; index to births, marriages, deaths 1873-1893; Monteith family history

HURON COUNTY PUBLIC LIBRARY GODERICH BRANCH
52 Montreal St Goderich, ON N7A 2G4
(519) 524-9261

SEE Baxter 1989 p. 245-246 =
books (Baxter lists 7 important titles); Huron assessment rolls 1842-1848; censuses; local newspapers 1848+ (Baxter lists 4); Surrogate court records 1855-1967; Tweedsmuir histories

INNISFIL PUBLIC LIBRARY
Box 310 Stroud, ON L0L 2M0
(705) 436-1681

This Survey =
minimal collection
emphasis = historical and current materials on the township including Municipal Council agenda/minutes (most recent year only) and municipal policy documents
books (over 50)
vertical file (3 file drawers of clippings and pamphlets - not well organized)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
city/town directories (a few)
newspaper (1988+ - not microfilmed - not indexed)

Finding aids and indexes:
An index to local histories has been prepared and is available for sale
AUTHEX software has been acquired and a dedicated microcomputer with a local history index is planned
The library has a County bibliography which allows the library to direct patrons to resources held by organizations outside the library

JARVIS SEE NANTICOKE PUBLIC LIBRARY

KANATA PUBLIC LIBRARY
50 Castlefrank Road Kanata, ON K2L 2N5
(613) 836-1900

This Survey =
modest collection
emphasis = history of the township and city of Kanata; genealogy especially of early pioneer families
books (over 50)
vertical file materials
(over 500 items including clippings, photocopies of historical sketches and family histories, pamphlets, brochures, photographs of dwellings and buildings, etc.)
- these are individually cataloged and are listed in an online local history database which is available to the public through the library OPAC

genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
old telephone directories (1970+)
voters lists (some)
newspapers (1970+ - microfilmed but not indexed)
maps (45)
photographs (over 50)
post cards (a few)
oral history interviews (4 - all transcribed)

Benefitted from provincial jobs creation programs? =
No, but, in the Summer of 1994 with funding from the federal government, a post secondary student was hired to convert the manual local history index to a computer database which is searchable by the general public through the library OPAC (online public access catalog)

Finding aids and indexes:
Online index to local history resources
The library is preparing a brochure to promote patron awareness of the collection

Current problems include:
Space and funds to purchase materials are scarce but the space problem should improve when the library moves to its new building in 1995

KEEWATIN PUBLIC LIBRARY
812 Ottawa St Keewatin, ON P0X 1C0
(807) 547-2145

ALD = Local history

KEMPTVILLE PUBLIC LIBRARY
207 Prescott St Kemptville, ON K0G 1J0
(613) 258-5577

This Survey =
minimal collection
emphasis = Kemptville and area
books (a few)
vertical file materials (small collection of pamphlets, brochures, leaflets produced by local groups, churches, etc.; some photos and post cards)
genealogical materials include:
published genealogies (a few)
newspapers (none)
maps (a few)

photographs (over 50)
post cards (a few)

Finding aids and indexes:
Winnebago software has been purchased and the local history collection will be added to the library database

Current problems include:
Formerly the collection was developed cooperatively by the library and the historical society but that group has disbanded and the library lacks adequate staff to properly develop the collection.

KENORA PUBLIC LIBRARY
24 Main Street South Kenora, ON P9N 1S7
(807) 467-2081

SEE Filby 1988 p. 271 =
Books in English, German (21), French (132), Ukranian (96), Italian (12), and Spanish (8); 210 reels of microfilm; local newspaper 1894+

KENT COUNTY LIBRARY (SEE ALSO CHATHAM)
209 James Street Wallaceburg, ON N8A 2N4
(519) 627-5292

SEE Filby 1988 p. 277 =
50 books; 40 reels of microfilm including local newspaper; Index to the Wallaceburg News 1896-1955

This Survey =
modest collection
emphasis = local history and genealogy of Wallaceburg and surrounding communities (e.g. Ridgetown, Dresden, and Cedar Springs); material on the Baldoon Mystery - a supernatural occurence that took place nearby
books (over 50)
clippings (4 file folders)
material on the history of the Rotary Club
genealogical materials include:
published genealogies (a few)
census records (some)
city/town directories (some)
old telephone directories (some)
old school yearbooks (some)
newspapers (1894+ - most microfilmed - some indexed)
Wallaceburg & District Historical Society newsletters
maps (a few)

photographs (no - but the Wallaceburg District Museum has photographs)
microfilms include newspapers, cemetery transcriptions and indexes, Tweedsmuir histories, land records index, Loyalist settlements 1783-1789, census records 1851-1891, Historical Place Names of Ontario

Benefitted from provincial jobs creation programs? = yes
Workers helped index the Wallaceburg News

Finding aids and indexes:
Most local history materials are included in the library OPAC (online public access catalog)
Index to the Wallaceburg News 1896-1969 (names and subjects)
Twenty locally produced indexes to books and other materials in the collection
Kent County Newspaper Holdings 1994

Current problems include:
Security and lack of storage space are the main problems

KESWICK SEE GEORGINA PUBLIC LIBRARY

KING TOWNSHIP PUBLIC LIBRARY
King Side Road Box 399 King City, ON L0G 1K0
(905) 833-5101

This Survey =
minimal collection
books (a few)
clippings (10 file folders of newspaper clippings)
genealogical materials include:
published genealogies (a few)
newspaper (1 title - not microfilmed - not indexed)
maps (3)
photographs (a few)

Benefitted from provincial jobs creation programs? = yes
Student indexed the local history collection

Finding aids and indexes:
Small index to local history resources including index to family names

KINGSTON PUBLIC LIBRARY
130 Johnston St Kingston, ON K7L 1X8
(613) 549-8476

SEE Baxter 1989 p. 248-249 = census and cemetery records

SEE Filby 1988 p. 271 =
Books (1000 English, 20 French); 500 mss; 30 reels of microfilm = local newspapers; Kingston: A Selected Bibliography (1982), Readings on Genealogy at Kingston Public Library

SEE Ontario's Heritage v. 4 1986 =
describes archival and manuscript materials owned

KITCHENER PUBLIC LIBRARY
85 Queen St North Kitchener, ON N2H 2H1
(519) 743-0271

SEE Baxter 1989 p. 249-251 =
excellent collection; censuses 1824-91; local histories (Baxter lists 32); early directories; maps; atlases; newspapers (Baxter lists 24); births, marriages, deaths; Tweedsmuir histories (Baxter lists 72); cemetery records (over 240 lists); many church records and registers; family histories

SEE Filby 1988 p. 271 =
books (6213 English, 500 German); 80 mss; 768 reels of microfilm; Welcome - Grace Schmidt Room of Local History

This Survey =
extensive collection
housed in the Grace Schmidt Room
emphasis = historic and current materials on the city of Kitchener; regional municipality of Waterloo
houses the library/archives of the Waterloo Historical Society (established 1912)
written collection development policy
donation form
books (over 500)
clippings
(13 filing cabinet drawers of newspaper clippings also scrapbooks of clippings)
genealogical materials include:
published genealogies (many)
unpublished family histories (many)
census records (many 1851-1891)
city/town directories (many 1864+)
old telephone directories (many 1932+)
old school yearbooks (many)
newspapers (85 titles; 1835+ - most microfilmed - some indexed)
maps (over 100)

photographs (9000 in the collection of the Waterloo Historical Society)
slides (over 100)
post cards (over 500)
Architectural Conservation Advisory Committee
Inventories of architecturally and/or historically significant buildings of Kitchener and other parts of Waterloo County
oral history interviews (637 including prominent local citizens - 10 have been transcribed)
other audio recordings (more than 15)
films and videotapes (about 50 including amateur and professional productions and Waterloo Regional Arts Council programmes produced by Rogers Cable TV)
microfilms include newspapers, censuses, Tweedsmuir histories, church records, municipal minutes, assessment rolls, fire insurance maps
archives of government agencies (a few), of clubs, organizations, and businesses (some)
manuscript collections and papers of individuals and families (many)

Benefitted from provincial jobs creation programs? = yes
Summer employment grant university students
(1) helped sort and organize photograph and manuscript collections and vertical files
(2) indexed newspapers for births, deaths, marriages

Finding aids and indexes:
Book catalogue
Photograph index
Vertical file index
Map catalogue
Index to birth, death, marriage notices in early German language newspapers
Index to family names
Finding aids for manuscript collections
Index to Waterloo Historical Society Annual Volumes 1913-1969

Current problems include:
Not enough trained full time staff
Backlog of unprocessed collections

LAKEFIELD PUBLIC LIBRARY
1 Bridge Street Box 220 Lakefield, ON K0L 2H0
(705) 652-8623

ALD = Local history

LAMBTON COUNTY LIBRARY (SEE ALSO: SARNIA)
787 Broadway Street Wyoming, ON N0N 1G0
(519) 845-3324

SEE Filby 1988 p. 278 =
475 books; 75 mss; 50 reels of microfilm; User's Guide to the Lambton Room

ALD = Local history, photos, postcard collection

This Survey
- extensive collection
- emphasis = genealogy and local history including oil history, family history, agriculture, womens institutes, transportation, business and government
- emphasis on patron service using trained staff to assist and guide patrons
- library works closely with the Lambton Branch of the Ontario Genealogical Society
- Lambton Room houses the collection of the Genealogical Society
- books (over 1000)
- clippings, pamphlets, vertical file materials
  - Sarnia Branch: 4 file cabinets
  - Lambton Room: (materials shelved in banker's boxes)
    - 360 boxes of cataloged materials (equal quantity waiting to be processed)
      - includes:
        - family history materials (60 boxes)
        - local history materials (72 boxes)
        - local government information (32 boxes)
        - oil history (26 boxes)
        - Sarnia businesses (26 boxes)
        - education materials (19 boxes)
- genealogical materials include:
  - published genealogies (many)
  - unpublished family histories (many)
  - census records (many)
  - city/town directories (many)
  - old telephone directories (many)
  - old school yearbooks (some)
- newspapers (1853+ - microfilmed - most are indexed)
- maps (over 100)
- photographs and negatives (over 60,000)
  - 50,000 negatives from the Sarnia Observer 1950-1967
  - Holland Paisley Collection (at Sarnia Branch) 2200 historic photos of Sarnia and Lambton
  - 7500 to 10,000 other photos

post cards (over 100)
oral history interviews (42 - not transcribed - collected in the late 1960s and early 1980s - topics covered include: agriculture, Wanstead train wreck, the Depression, Women's Institutes, local and family histories, nursing, Red Cross, education, early transporation
videotapes (a few including Wyoming fire, Petrolia)
microfilms include newspapers, municipal records (council minutes, assessment rolls up to the 1970s), some church records, business records (Van Tyle & Fairbanks, Sarnia Gas and Electric, Drew & McCrary), Tweedsmuir histories
archival materials (many) including: Wheatley papers, Vidal diaries, Oil Well Supply Company records

Benefitted from provincial jobs creation programs? = yes
Grant employees:
microfilmed municipal records
indexed newspapers and cemetery records
reduced cataloging backlog
indexed photographic negatives from the Sarnia Observer

Finding aids and indexes:
Most of the collection is organized by subject to facilitate retrieval
Indexes (prepared by the Genealogical Society) to cemetery records, census records, church registers, vital statistics, family and local histories
Computerized index (in-house program) to local history resources (including books, newspapers, photographic negatives, cemetery records)
Developing a system which will make the local history index available online through the library OPAC
Investigating scanning of documents for possible digital storage
Investigating potential use of the internet to provide remote access to both the local history index and the scanned documents

Current problems include:
Few problems but there is always a backlog of materials waiting to be processed
With the recent amalgamation of the Sarnia Public Library and the Lambton County Public Library, there is currently an emphasis on defining roles, parameters, and policies

LANARK PUBLIC LIBRARY
75 George St Lanark ON K0G 1K0
(613) 259-3068

SEE Baxter 1989 p. 251 =
limited genealogical resources; some local histories (Baxter lists 5)

LEAMINGTON PUBLIC LIBRARY
1 John St Leamington, ON N8H 1H1
(519) 326-3441

See Baxter 1989 p. 251-252 =
books (Baxter lists 5); local newspaper 1907+; cemetery lists; family histories and family papers (Baxter lists 17 families)

SEE Filby 1988 p. 271 =
200 books; 100 reels of microfilm = local newspaper 1907-1986

This Survey =
modest collection
emphasis = genealogy and community history
library collection development policy discusses local history collection and policies
books (over 100)
newspaper clippings (1/2 filing cabinet drawer)
histories of specific schools and businesses
genealogical materials include:
published family histories (some)
unpublished family histories (some)
census records (a few)
city/town directories (a few)
old telephone directories (a few)
old school yearbooks (a few)
newspaper (1907+ - microfilmed - partially indexed)
maps (5)
photographs (a few)
post cards (a few)
oral history interviews (transcribed interviews of Point Pelee residents - project sponsored by Point Pelee National Park)
films
(amateur film of excavations at Point Pelee
commercial film promoting Heinz baby food
commercial film concerning Point Pelee)
some personal papers of the Henry family

Finding aids and indexes:
Index to birth, death, marriage notices in the newspaper
Some publications have been indexed

Current problems include:
There are no funds for needed equipment - a microfilm reader/printer and a dedicated microcomputer
Some important publications remain unindexed

LENNOX & ADDINGTON COUNTY PUBLIC LIBRARY
(SEE ALSO: BATH PUBLIC LIBRARY)
37 Dundas Street West Napanee, ON K7R 1Z5
(613) 354-2585

This Survey =
minimal collection
emphasis = histories of the town of Napanee; publications of the Lennox and Addington County Historical Society
local history materials received by the library are transferred to the Lennox and Addington County Museum and Archives
books (over 50)
clippings (several folders and one large scrapbook of clippings)
genealogical materials include:
published genealogies (a few)
maps (40)
post cards (a few)

LINCOLN PUBLIC LIBRARY
4996 Beam St Beamsville, ON L0R 1B0
(416) 563-7014

SEE Filby 1988 p. 268 =
80 books; 140 MSS collections; 22 reels of microfilm

ALD = Oral history collection

Brock 1971 =
rated * lists 20 books related to the Niagara Region owned in 1971

LINDSAY PUBLIC LIBRARY
190 Kent Street West Lindsay, ON K9V 2Y6
(705) 324-7140

SEE Filby 1988 p. 271 = 65 books

SEE Ontario's Heritage v. 1 1978 p. 21 =
describes archival and manuscript materials owned in 1978 - library records 1899+; records from local businesses and cultural associations; newspapers; directories; voters lists

In 1991 the library was the site for a demonstration project that involved the creation of a multimedia database of local history information that stored still pictures, motion pictures, oral history, text, etc. on hard disk using the DVI compression system. The system was designed and the database created by a Toronto firm. The demonstration was partially funded by government agencies.

While the system appears to work beautifully, a representative of the library indicated in a 1994 telephone conversation that it has proved something of a disappointment. The contractor made a CD-Rom of the database which it had demonstrated internationally but the library had not received a copy of it. The library could not print out items from the hard disk because it did not have a printer that was compatible with the database. Nor did the library have the software and hardware needed to update the database and prices being quoted for them and for staff training were far beyond the means of the library.

If in the future compatible technology become widespread and moderately priced the library may be able use the database but in 1994, the project seemed to be at a dead end. The library was considering creating a new local history database using a scanner and a Macintosh computer. Since the earlier data apparently could not be transferred to a more standard computer format, the new database was to be recreated "from scratch"

LONDON PUBLIC LIBRARY
305 Queens Ave London ON N6B 3L7
(519) 661-5100

SEE Baxter 1989 p. 252-253 =
very good genealogical collection; one of the best collections of family histories in the country; indexed newspapers 1827+ (Baxter lists 14); indexed scrapbooks; Dr Edwin Seaborn mss collection; cemetery records; births, marriages, deaths; surname index; church registers; church histories; census records; land transaction records

ALD = Local history, oral history

MADOC PUBLIC LIBRARY
20 Davidson St Madoc, ON K0K 2K0
(613) 473-4456

SEE Baxter 1989 p. 253 =
one room school histories; family histories; local newspapers 1863- ; births, marriages, deaths; cemetery records (Baxter lists 10)

MANOTICK SEE RIDEAU TOWNSHIP PUBLIC LIBRARY

MANITOUWADGE PUBLIC LIBRARY
Community Centre, Manitou Rd Manitouwadge, ON P0T 2C0
(807) 826-4789

ALD = Geco mining collection

MARKDALE PUBLIC LIBRARY
21 Main St East Markdale, ON N0C 1H0
(519) 986-3436

SEE Baxter 1989 p. 253-254 =
family histories and papers (Baxter lists 45); local newspaper 1880-1986; books (Baxter lists 4); emphasis on early settlers and settlement

SEE Filby 1988 p. 272 =
16 books; 46 mss family histories; 47 reels of microfilm = Markdale Standard 1880-1982 with Obituary Index 1880-1982

This Survey =
modest collection
emphasis = genealogy and local history
books (over 100)
clippings, etc.
7 storage boxes of files arranged by family name
files on local schools and churches
genealogical materials include:
published genealogies (a few)
unpublished family histories
newspaper (1880+ - microfilmed and indexed)
maps (a few)
photographs (a few)
microfilms include newspapers and material concerning loyalist settlements

Benefitted from provincial jobs creation programs? = yes
Student workers created an index to obituaries in the Markdale Standard which has been kept current by staff. Not only has this index been a valuable

aid to researchers, it has also reduced wear and tear on the microfilm and the microfilm equipment.

Finding aids and indexes:
Index to obituaries in the newspaper 1880+
Tracing Your Ancestors in Bruce/Grey Counties

Current problems include:
Shortages of staff and funds limit the growth of this valuable collection which is heavily used by persons from across Canada
The high cost of microfilms and of servicing the microfilm reader printer is a significant problem

MARKHAM PUBLIC LIBRARY
7755 Bayview Ave Thornhill, ON L3T 4P1
(416) 881-5668

SEE Baxter 1989 p. 254 =
a few local history scrapbooks; some local history books (Baxter lists 4)

MARMORA PUBLIC LIBRARY
37 Forsyth Street Marmora, ON K0K 2M0
(613) 472-3122

SEE Baxter 1989 p. 254 =
no genealogical resources but the librarian can make referrals to persons knowledgeable about local families

MEAFORD PUBLIC LIBRARY
15 Trowbridge Street Meaford, ON N0H 1Y0
(519) 538-3500

SEE Baxter 1989 p. 254-255 =
family trees of 400 Meaford families; census records; books (Baxter lists 9); local newspapers 1869-1900

MIDLAND PUBLIC LIBRARY
320 King St Midland, ON L4R 3M6
(705) 526-4216

SEE Baxter 1989 p. 255 =
books on local history (Baxter lists 5); voters lists; cemetery inscriptions (Baxter lists 5 cemeteries); a few church histories

This Survey =
minimal collection
books (a few)

genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
newspaper (1890+ - microfilmed - not indexed)
maps (a few)
videotape (one)

Finding aids and indexes: (a few)

Current problems include:
Need to promote this function more in order to attract donations of relevant material

MILFORD SEE SOUTH MARYSBURGH TOWNSHIP PUBLIC LIBRARY

MISSISSAUGA CENTRAL LIBRARY
301 Burnhamthorpe Road West Mississauga, ON
(905) 615-3666

SEE Filby 1988 p. 272 = 4750 books; 265 reels of microfilm

SEE Ontario's Heritage v. 7 1979 p. 21 =
describes archival and manuscript materials owned in 1979 including: library records; scrapbooks; cemetery lists; school photographs; Mary McNulty Fix collection; political scrapbooks; Rattray Marsh preservation scrapbooks; 1924 voters list; Harold Hare photograph collection; Ontario Buildings Inventory Project; H. R. Warren collection

This Survey =
extensive collection divided into 4 sections:
The Ruth Konrad Canadiana Collection of fine, old, and rare books
The Canadiana Reference Collection which includes extensive microfilm holdings, scrapbooks, and maps
The Local Archives which contains ephemeral material specific to the region
The Mississaugua Historical Photograph Collection.
emphasis = resources to support research on the history and development of Southern Ontario with an emphasis on the city of Mississagua and the Region of Peel; Konrad Collection includes materials on North American indian tribes especially the Mississagua tribe
written collection development plan
written security procedures
donation forms

currently investigating the feasability of scanning scrapbooks and ephemera files, putting them on optical discs or CD-Roms using imaging technology, and making them accessible to branch library patrons through the library's Local Area Network

books (9000)

clippings

approximately 220 scrapbooks of newspaper and local press clippings

approximately 370 Local Archives file folders containing ephemeral material not suitable for cataloging

genealogical materials include:

published genealogies (some)

unpublished family histories (a few)

census records (1841-1891)

city/town directories (some)

old telephone directories (some)

newspapers (1843+ - microfilmed - not indexed)

maps (300)

photographs (600)

slides (approximately 22,000 slides of historic areas, homes, buildings, farms, natural and scenic areas around Mississagua (e.g. Credit River Area), new construction, etc. The collection is used by historical groups, schools, interested citizens, authors, etc. Transfer of selected slides to video is planned)

videotapes (3)

microfilms include William Perkins Bull research papers from the Region of Peel Archives (Brampton) - "Families of Peel County" (79 reels), "Cemeteries of Peel" (6 reels)

archives = Meadowville Theatre Archives, Clan Forsyth Society Archives, University Women's Club of Mississagua Archives

manuscripts include the working papers of local author and historian, Verna Mae Weeks, and of local author Mary E. (Beth) Stockwell

Benefitted from provincial jobs creation programs? = yes

Grant workers conducted a photographic survey taking slides of Mississagua buildings (many of which have since been demolished as a result of extensive regional development) which formed the core if an on-going collection which now numbers about 22,000 slides

Finding aids and indexes:

All cataloged material is accessible in the library and

by dial up from outside the library through the library's Geac 9000 OPAC.

Cataloged items include:
The Canadiana Reference Collection

In-house finding aids (card indexes) for the slide, clipping, and ephemera collections

Brochure, Introducing The Ruth Konrad Collection of Canadiana

The Ruth Konrad Local History Collection : A Selected Bibliography of Canadiana (for sale = $15)

Current problems include:
Staff shortages make it difficult to extend Reading Room hours beyond the current 40 hours a week

Support staff shortages make it difficult for senior staff to find time for long range planning

MUNSTER SEE GOULBOURN TOWNSHIP PUBLIC LIBRARY

NANTICOKE PUBLIC LIBRARY JARVIS BRANCH
37 Main Street North Jarvis, ON N0A 1J0
(519) 587-4746

ALD = Oral history; Local History Soc doc deposit

This Survey =
modest collection
emphasis = genealogy and local history
books (over 50)
clippings and other vertical file material
3 file drawers of genealogical material arranged by family name includes birth, marriage, death clippings
4 file drawers containing information on organizations, scrapbooks, minutes, etc.
2 bankers boxes - "W.W. 2 bases"
2 bankers boxes - "Townsend records"
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
city/town directories (a few)
old telephone directories (a few)
old school yearbooks (a few)
cemetery records (a few)
newspaper (1881+ - microfilmed)
maps (a few)
photographs (over 50 of places, people, events)
post cards (a few)

videotapes (Heritage Village (1983); May 26th parades; high school and public school dramatic productions)
microfilms include newspaper and Tweedsmuir histories
papers of a few companies, organizations, individuals, and families including:
two travel diaries from the 1800s - (a trip to the Arctic and a journey from New Jersey to Waterford by horse)
First Anglican circuit preacher's records
Day book of the First Haldimand Rifles
manuscript describing the American Airlines Landing field in Jarvis (1930s)
Jarvis annual reports, financial statements, and voters lists
plans for the new community of Townsend (1976)
"Townsend Traces"
"Transport Command 1945-62"

Benefitted from provincial jobs creation programs? = yes
Students transcribed census records
organized family histories
organized clipping files
worked on identifying photographs

Finding aids and indexes: a few (but not up to date)

Current problems include:
Lack funds and staff time to develop the collection (although volunteers work wonders)
Space problems which should be alleviated at Jarvis when a new building opens in 1996

NANTICOKE PUBLIC LIBRARY PORT DOVER BRANCH
413 Main Street Port Dover, ON N0A 1N0
(519) 583-0622

This Survey = a few items in vertical files

NANTICOKE PUBLIC LIBRARY SELKIRK BRANCH
34 Main Street Selkirk, ON N0A 1P0
(905) 776-2127

This Survey =
modest collection
emphasis = genealogy and local history
books (over 50)
clippings (9 filing cabinet drawers including birth, death, marriage clippings; scrapbooks)

genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
cemetery records (a few)
newspaper (1881+ - microfilmed)
maps (a few)
photographs (a few)
oral history interviews (45 - not transcribed)

NANTICOKE PUBLIC LIBRARY WATERFORD BRANCH
15 Main Street South Waterford, ON N0E 1Y0
(519) 443-7682

This Survey =
modest collection
emphasis = genealogy and local history
books (over 500)
clippings (3 filing cabinet drawers including
birth, death, marriage clippings)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
city/town directories (a few)
cemetery records (a few)
newspapers (1861+ - most have been microfilmed)
maps (a few)
photographs (a few)
slides (a few)
oral history interviews (20 - not transcribed)
microfilms include newspapers and Tweedsmuir histories

Finding aids and indexes:
Index to family names

NAPANEE SEE LENNOX & ADDINGTON COUNTY PUBLIC LIBRARY

NEPEAN PUBLIC LIBRARY
101 Centrepointe Drive Nepean, ON K2G 5K7
(613) 727-6660

SEE Baxter 1989 p. 255-256 =
county marriage registers; death notices 1836-60; land records index; books about United Empire Loyalists

SEE Filby 1988 p. 272 =
books (900 English 50 French); 5 reels of microfilm

ALD = Nepean scrapbook (local history)

NEWCASTLE PUBLIC LIBRARY
62 Temperance St Bowmanville, ON L1C 3A8
(905) 623-7322

SEE Baxter 1989 p. 256 =
books; newspapers; births, marriages, deaths; census returns

NEW HAMBURG SEE WATERLOO REGIONAL LIBRARY

NEWMARKET PUBLIC LIBRARY
438 Park Avenue Newmarket, ON L3Y 1W1
(905) 895-5196

This Survey =
modest collection
emphasis = local history and genealogy of Newmarket and York County
books (over 50)
clippings and pamphlets (1 1/2 file cabinet drawers)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (1851+)
city/town directories (a few)
old telephone directories (some)
old school yearbooks (some)
newspaper (1852+ - microfilmed - partially indexed)
maps (a few)
photographs (a few)
videotapes (2)
microfilms include newspapers, census records, cemetery records, United Empire Loyalist materials
LACAC designations for heritage architecture

Benefitted from provincial jobs creation programs? = yes
Summer employees started the newspaper index which staff has continued albeit slowly

Finding aids and indexes:
Newspaper index to the Newmarket Era 1852-1919; 1980+
indexes biographical information, birth, death, marriage notices, etc.
available as a computer print out (dBase)
Local History and Genealogy - leaflet

Current problems include:
Not enough staff time to do retrospective indexing of newspaper for missing years (1920-1979)

NEW TECUMSETH PUBLIC LIBRARY
17 Victoria St East Alliston, ON L0M 1A0
(705) 435-5651

SEE Baxter 1989 p. 235-236 =
lists by title 14 local history publications in the collection including community histories, church histories, family histories, cemetery inscriptions

NIAGARA FALLS PUBLIC LIBRARY
4848 Victoria St Niagara Falls, ON L2E 4C5
(905) 356-8080

SEE Baxter 1989 p. 257-258 =
censuses of Niagara 1782-1850 and of Canada 1851-1871; land records; atlases; maps; newspapers (Baxter lists 5) partially indexed; church records and registers (Baxter lists 8); baptismal records (Baxter lists 8); marriages and deaths; large number of cemetery inscriptions; military records; voters lists; assessment rolls; early directories; United Empire Loyalists; nearly 100 family histories

Brock 1971 =
rated ***** in 1971; 1650 books, microfilm, newspapers (1900-1970), extensive newspaper clipping files (started 1920) related to the Niagara Region

This Survey =
substantial collection
emphasis =
1) Niagara Falls - as a municipality, tourist attraction, and physical feature - history, geology, geography, government, tourism
2) Genealogy
3) History of the Niagara Frontier, the Niagara River, and the Niagara Peninsula including a special Queenston collection, War of 1812, United Empire Loyalists, pollution of the Niagara River)
written collection development policy includes a gifts policy
books (over 5000)
clippings, pamphlets, brochures etc.
48 file cabinet drawers (local newspaper is clipped daily)
also: 6 map cabinets and 15 archival storage boxes of materials
genealogical materials include:
published genealogies (some)
unpublished family histories (a few)

census records = for Niagara Peninsula
1828 (partial), 1842, 1851, 1861, 1871, 1881, 1891, 1901; other published census lists (1782+)
city/town directories (many)
old telephone directories (a few)
old school yearbooks (a few)

newspapers - all microfilmed -
Niagara Falls Evening Review 1980- (partially indexed)
Newspapers from Niagara on the Lake and Queenston 1799-1896
Niagara Spectator 1816-1819
Niagara Gleaner 1823-1835
Farmers Journal and Welland Canal Intelligencer 1826-1830
The Spirit of the Times 1830
British Colonial Argus 1833-1834
Niagara Reporter 1833-1842
British American Journal 1834-1835
Niagara Mail 1843-1860
Niagara Chronicle 1844-1854
Hamilton Evening Times 1859-1869

periodicals: Families, Hugenot Trails, Loyalist Gazette, Notes from Niagara, Ontario History, Ontario Register

maps (250)

atlases (from 18th, 19th, 20th centuries)

photographs
1 file cabinet drawer of photographs (over 500) arranged by subject
40 looseleaf binders of photographs inherited from a deceased local historian
4 looseleaf binders (600 photos) documenting "Niagara Falls in 1985"

glass negative collection

reproductions of 19th century prints (600)

slides (over 500)

post cards (10 boxes - over 500)

oral history interviews (about 12 interviews with local pioneers made in the 1970s - not transcribed)

audio recordings
(about a dozen - local musicians and bands)

films and videotapes (about 30 including tourism, the Blossom Festival, and films produced by the Chamber of Commerce)

microfilms include newspapers, land records, church records, baptism records, marriage records, wills, cemetery records, ship passenger lists, directories, and scrapbooks

municipal records:
City Council minutes 1955+
Voters lists 1955+
archives of a few local organizations including the Canadian Club and the local Council of Women
personal papers of a former mayor
family papers (Garner family, Armstrong family, Crooks family)
diaries (some)
dissertations (some)
collections (still largely unprocessed) bequeathed by two former city historians (died 1982 and 1991).
reference staff members are co-moderating the Niagara Regional History Conference on the Buffalo Freenet and are in the process of making it available on the Niagara Freenet

Benefitted from provincial jobs creation programs? = yes
1981 - microfilming of city directories (ca 1904-1980) and of selected manuscript materials in the collection for preservation purposes
1984 - student developed a D-base system for indexing the local newspaper and indexed 1981-1984
1985 - "Niagara Falls in 1985" project - workers created a photographic record of the city; 600 photos were taken, processed, bound in four looseleaf binders, and indexed; corporate grants helped pay for the film and processing; the librarian hopes to repeat the project in 1995 even if she must take the photographs herself
Other projects conducted by grant workers included:
- inventoried and labeled 600 reproductions of 19th century prints depicting Niagara Falls
- organized map and photo collections
- shifted and inventoried entire collection

Finding aids and indexes:
An attempt is made to include in the library catalog as many local history resources as possible including some special collections
The Local History Shelflist includes copies of the catalog record with notations about source and provenance
Where to Look File (about twenty drawers) -
a ready reference card index for staff use which indexes all material in the local history collection (published and unpublished) by subjects and proper names; includes analytic references to portions of cataloged materials

Index to The Niagara Falls Review
currently covers 1908-1915, 1952, 1981+
developed as a summer jobs project by a high school student
has been kept up to date by the librarian
some retrospective indexing by volunteers but progress in retrospective indexing is slow
index is stored on a microcomputer and backed up on tape
D-base system is easy for staff and patrons to learn but rather unsophisticated
searchable by subject descriptor codes, title words, and key words added to the title field
there are about 1000 subject descriptors each of which is assigned a five digit code (e.g. 00061 = Churches - Jehovahs Witnesses)
key word searching of the title is also possible
names of persons and additional subject words are often added to the title area of the record so they can be retrieved by a key word search
each record has space for a maximum of three descriptors and about 50 characters of title information
when more space is needed for extra names or terms or when more than three descriptors are desired, multiple records are input for the item being indexed
it is hoped that after the library's catalog is automated in 1995, it will be possible to mount the newspaper index on the library's computer so that it can be searched online from the library OPAC and by dial up

Subject index to the photograph collections

What's Your Line? Wondering About Your Family History?
1992 (40 p.) lists significant genealogical resources in the collection

Current problems include:

#1 Space and access - resources are housed in six different locations throughout the building including a second floor storage room; it is difficult and time consuming to retrieve and return items; it also presents security problems

#2 Staff time - there is not enough staff time available to accomplish all that needs to be done; processing local history resources is very labor intensive

#3 Impending automation - the local history collection is not cataloged in MARC format; it is anticipated that retrospective conversion will be challenging

since copy cataloging may not be available for many items in the collection

NIAGARA ON THE LAKE PUBLIC LIBRARY
(Niagara Historical Research Centre)
Rear 26 Queen St Niagara on the Lake, ON L0S 1J0
(905) 468-2023

SEE Baxter 1989 p. 257 =
repository for book collection of the Niagara Historical Society; family histories (Baxter lists 37); municipal records; military records; school lists; census returns; business records; newspapers 1799+; land records; military records; church registers (Baxter lists 7)

SEE Filby 1988 p. 273 =
200 books; mss; 386 reels of microfilm

This Survey =
substantial collection
emphasis = The library houses the Niagara on the Lake Historical Resource Centre which is a collection of about 700 reels of microfilm documenting the history of Niagara on the Lake and the former Township of Niagara; this collection was acquired by purchasing microfilm from sources as diverse as the National Archives of Canada, the Archives of Ontario, the U.S. National Archives, the British Museum, and the Mormon Library of Utah, and also by microfilming local newspapers, and church, cemetery, and municipal records
books (there is a collection of about 125 books belonging to the Niagara Historical Society; most are genealogy related; they have been placed in the library to make them more accessible)
clippings, pamphlets, etc.
(2 filing cabinets of pamphlets and clippings - newspapers are clipped very selectively)
genealogical materials include:
published genealogies (about 50)
unpublished family histories (some)
census records (many 1842+ including a special 1867 census of Niagara)
newspapers (1796+ - microfilmed - indexed by surname for 1796-1947)
maps (about 50)
photographs (the library doesn't have any but it has an inventory of photographs and post cards owned by the Niagara Historical Society)

oral history interviews (about 25)
- in 1991, the Friends of the Library started interviewing key people in the community about the area and its history
- Historical Society also owns some oral history tapes
- no tapes have been transcribed, but the Friends plan to begin transcribing both the library and the Historical Society tapes in the near future

videotape (1 tape produced by the library (ca 1990) on the historic Hawley House.)

microfilms include newspapers, municipal records, military records, school lists, church records, cemetery records, business and commercial records, records and publications of the Niagara Historical Society, papers of individuals and families

Benefitted from provincial jobs creation programs? = yes

While Niagara on the Lake is a very important place historically, in the past researchers could find few resources in the library

With the provincial grants, the library hired workers who located and acquired relevant materials available on microfilm from sources that included the National Archives of Canada, the Archives of Ontario, the U. S. National Archives, the British Library, and the Mormon Library in Utah

In addition, local records (e.g. church records) were searched out and microfilmed with assistance from Brock University and the Archives of Ontario

The manuscript collections of the Niagara Historical Society were acquired on microfilm from the Archives of Ontario

This collection was created and inventoried by three workers employed with Province of Ontario Local Initiative Grants in the early 1980s; other non-government grant sources funded the microfilming and the purchase of microfilms

In addition, a Surname Index to local newspapers was created by summer jobs workers

Finding aids and indexes:

The HRC is staffed 9 hours a week by one of the persons originally hired under the grant who helped assemble the collection

Classified Card Catalogue - lists by format (manuscripts, land records, print, cartographic, and pictorial resources) material found in the library and seven other local repositories

Records of Niagara - revised edition, 1978
(ca 100 p.) - published inventory of resources in: the Library, the Historical Society, the Municipality, the Jean M. Huggins Queenston Collection; and four local churches
Niagara Historical Resource Centre: A Guide to Resources and Facilities - brochure
Classified Card Catalogue of microform holdings
Some of the microform collections were purchased with their own finding aids
Biography Card File - indexes microforms for over 4500 names of early inhabitants
Surname Index - a card index to surnames in local newspapers covering 1796 to 1947 - lists birth and death notices and any mention of a surname even in advertisements

Current problems include:
The library has few problems at present but if additional workers were available they could undertake additional projects such as indexing of post 1947 newspapers

NIPIGON TOWNSHIP PUBLIC LIBRARY
25 3rd Street Nipigon, ON P0T 2J0
(807) 887-3142
ALD = Local history

NORTH YORK PUBLIC LIBRARY
5120 Younge St North York, ON M2N 5N9
(416) 395-5500

SEE Baxter 1989 p. 216 =
houses the very large book collection of the Ontario Genealogical Society

SEE Filby 1988 p. 273 =
Books (1890 English, 10 German); 50 mss; 1150 reels of microfilm

SEE Filby 1988 p. 277 =
Ontario Genealogical Society Collection = 3000+ books and family histories; family chart collection; cemetery records; various card indexes; Ontario Genealogical Society Library Holdings, 1982

NORTHUMBERLAND COUNTY PUBLIC LIBRARY
172 Albert Street Hastings, ON K0L 1Y0
(705) 696-2111
ALD = Local history

OAKVILLE PUBLIC LIBRARY
120 Navy St Oakville, ON L6J 2Z4
(905) 815-2042

SEE Baxter 1989 p. 258-259 =
small collection of genealogical books (Baxter lists 5); census returns; Tweedsmuir histories; hotel registers; family histories; names index 1800-1900; newspaper index 1850+; maps; clippings; telephone directories; births, marriages, deaths; church registers (Baxter lists 3)

SEE Filby 1988 p. 273 =
160 books; 193 reels of microfilm; 836 fiche; newspaper index; name index 1800-1900; index to local history microform collection

This Survey =
modest but growing and innovative collection
emphasis = history of Oakville, Trafalgar Township, and Halton County
books (over 50)
clippings - several file drawers of newspaper clippings - started in the late 1970s; discontinued 1991
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (some)
city/town directories (some)
old telephone directories (a few late 1970s+)
old school yearbooks (some) including:
Appelby College and Trafalgar High School
newspapers (1850+ - microfilmed and indexed)
maps (about 25)
photographs (a few - most are at the Historical Society)
videotapes (2)
microfilms include newspapers; census and assessment rolls; records from the Ontario Archives, the Ontario Genealogical Society, and the Oakville Historical Society; Tweedsmuir histories; private papers; church and clergy records; records of the Town of Oakville and the Halton Board of Education

Benefitted from provincial jobs creation programs? = yes
Access to Oakville History Project (1984) -
grant workers went out into the community and microfilmed hundreds of important record groups and created detailed finding aids
Created a newspaper clipping file and a card index to local newspapers (the clipping file was continued

until 1991, the card index until 1993)

Finding aids and indexes:

Access to Oakville Project microfilm finding aids (looseleaf binders of computer printout):

Oakville Name Index 1800-1900
Ontario Archives Microfilm Index
Genealogical Society Microfilm Index
Oakville Historical Society Microfilm Index
Tweedsmuir History Microfilm Index
Private Papers Microfilm Index
Halton Board of Education Microfilm Index
Church and Clergy Records Microfilm Index
Town of Oakville Microfilm Index

Oakville Newspaper Index - Card index (Births, Deaths, Marriages, Biography, Subjects) - indexes local newspapers 1850-1993 (most complete for 1960-1993) (Succeeded in 1994 by online local history index)

Online local history index 1994+

indexes the local newspaper and lists materials added to the local history collection

accessible through the library OPAC, through the OPACs of Burlington, Halton Hills, and Milton public libraries via the HALINET network, and by dial up from outside the library

hope eventually to obtain copyright clearance and scan the entire newspaper so that copies of articles can be stored on hard disk and printed on demand

retrospective conversion of older manual indexes and their addition to the database is a future possibility

Oakville Images Project-

In 1991, a $100,000 grant was received from the Lawson Foundation to create a local history space in the Central Library

$30,000 of this was used to develop the Oakville Images project

a scanner was purchased and a database of scanned images of photographs, pictures, documents, clippings is being developed

the online local history index indicates which images are stored in the database - they can be retrieved from the dedicated microcomputer by pressing a function key when the citation appears and the images can be printed

currently images are only accessible via the dedicated microcomputer; eventually it is hoped the image database will also be accessible online

Leaflets:

Local History Resources for Personal Name Research - I

Local History Resources for Personal Name Research - II

Genealogy How To Guides

Genealogy Indexes and Finding Aids

We would like to add the following items to the collection Can you help?

Current problems include:

The library reports modest problems related to the fact that indexing and scanning is more labor intensive than expected

The scanner they purchased is too small for most maps and for larger documents and the resolution is acceptable but not outstanding

For more information on the Oakville Images project, See:
Sadler, Pamela and Brian Bell "Electronic imaging technology and library applications," Feliciter (May 1994): 49-51

ORANGEVILLE PUBLIC LIBRARY

144 Broadway Ave Orangeville, ON L9W 1J9
(519) 941-0610

This Survey =

modest collection

emphasis = local history and genealogy of Orangeville, Dufferin County, and surrounding areas including books by local authors

written collection development policy

books (200)

clippings

1 filing cabinet drawer of newspaper clippings

Orangeville Town Council minutes, Town by-laws, and Board of Education minutes (current year only)

Reports, studies, master plans for the Town of Orangeville and the County of Dufferin

genealogical materials include:

published genealogies (some)

unpublished family histories (a few)

census records (some)

old school yearbooks (a few)

cemetery records (a few)

church histories (a few)

school histories (a few)

newspapers (1861+ - microfilmed - indexed 1861-1899)

historical atlases (a few)

microfilms include newspapers, census records for Orangeville 1871-1901

interlibrary loan arrangement with the Archives of Ontario instituted 1994 gives patrons free access to relevant microfilm (birth, death, marriage registrations; cemetery recordings; land, court, municipal records)

Finding aids and indexes:
All materials including books and microfilm are listed in the card catalog by author, title, subject and indexed by family name (catalog will be automated in 1995)
Newspapers indexed 1861-1899
Bibliographies of holdings of the library and of the Dufferin County Museum and Archives are available in the library

Current problems include:
Theft of materials has forced the library to institute stricter security measures

ORILLA PUBLIC LIBRARY
36 Mississagua Street West Orilla, ON L3V 3A6
(705) 325-2338
ALD = Stephen Leacock collection, Oral history

OSHAWA PUBLIC LIBRARY
65 Bagot St Oshawa, ON L1H 1N2
(416) 579-6111

See Baxter 1989 p. 259 =
Baxter says the library indicates some of their holdings are listed in :
Bibliography of Ontario History, 1876-1976
Bibliography of Ontario History, 1976-1986
Local Histories of the Regional Municipalities of Peel, York, and Durham

SEE Filby 1988 p. 273 =
100+ books; 29 mss; 165 reels of microfilm

OSHWEKEN SEE SIX NATIONS PUBLIC LIBRARY

OTTAWA PUBLIC LIBRARY
120 Metcalfe St Ottawa, ON K1P 5M2
(613) 598-4002

SEE Baxter 1989 p. 259-260 =
Ottawa directories 1861+ (Hull 1837+); telephone directories 1878+; clippings; censuses; births, marriages, deaths (indexed 1885-1920); Tracing Your Ottawa Family (1980)

This Survey =

extensive collection (Ottawa Room)

emphasis = history, biography, genealogy, heritage, official documents of the City of Ottawa, the Regional Municipality of Ottawa-Carleton, and the Ottawa Valley

written local history collection development policy

books (18,670)

clippings, pamphlets, brochures
(957 vertical file folders)

historical scrapbooks (13 volumes) including:
Ontario Public Library Scrapbooks (e.g. Canadian Biography) which contain clippings collected between 1939 and 1975

genealogical materials include:
published genealogies (some)
unpublished family histories (a few)
census records (some)
city/town directories (many)
old telephone directories (many)
old school yearbooks (many)

newspapers (67 titles 1836+ - most have been microfilmed - some have been indexed)

maps (1128)

photographs (over 50)
(in addition, pictures in books, periodicals, scrapbooks, etc. are indexed in the Ottawa Index)

post cards (90)

audio recordings (40)
(includes audio-tours and vistor guides to the Rideau River Valley, the Ottawa Valley, and the Capital)

microfilms include newspapers, Ottawa City Directory 1860+, census returns for Ottawa/Hull area 1842-1891, City of Ottawa assessment rolls 1872+, Township of Gloucester assessment rolls 1860-1948, Ontario Public Library Scrapbooks

Archives of the Ottawa Public Library (94 boxes)
(other archival and manuscript holdings were transferred to the City of Ottawa Archives in 1984)

Benefitted from provincial jobs creation programs? = yes

Community Genealogy Project - over a period of 7 summers, student summer employees created the Vital Records Index to birth, marriage, death notices in the Ottawa Journal 1885-1922

Ontario Public Library Archives Index - workers hired under a 1984 Canada Works Project grant indexed records in the library archives (memos, correspondance, reports, speeches, etc.) for the years 1894 to 1982

Finding aids and indexes:

Local history materials which have been cataloged are included in the library OPAC

Ottawa Index (22 drawer card index) - a "Where to Look" index to material related to Ottawa found in books, periodicals, vertical files, scrapbooks, etc.

Vital Records Index - a card index to 61,726 birth, marriage, death notices appearing between Dec. 21, 1885 and Jan. 10, 1922 in the Ottawa Journal and some other newspapers

Ontario Public Library Archives Index

Associations Directory a computer based index to local associations created using Foxbase software on a Macintosh computer

City of Ottawa By-Laws Index created on a personal computer using Alpha 4 Version 2 software on a personal computer

Library publications include:

From Bytown to Biotech: A Selected Bibliography of the History of the Ottawa Area (1992)

Sources of Local Statistics (1994)

A Chronology of the Administrative History of the City of Ottawa (1987)

Current problems include:

Due to financial austerities, the current materials budget is not adequate to support the purchase of new publications; important publications may go out of print before funds become available

OWEN SOUND PUBLIC LIBRARY

824 1st Ave West, Owen Sound, ON N4K 4K4

(519) 376-6623

See Baxter 1989 p. 260 =

obituaries; births, marriages, deaths; telephone directories 1866+; many local histories; voters lists 1976+; many oral history tapes; collection of family bibles (Baxter lists 19); nearly 200 family histories

SEE Filby 1988 p. 274 =
1200 books; 99 reels of microfilm

This Survey =
substantial collection
emphasis = history of Grey and Bruce Counties and the City of Owen Sound, substantial genealogical collection, Upper Great Lakes maritime history
books (over 1000)
clippings, pamphlets, etc.
5 filing cabinet drawers
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (many)
city/town directories (some)
old telephone directories (some)
old school yearbooks (a few)
newspapers (1851+ - all are microfilmed - not indexed)
maps (some)
photographs (over 50)
oral history interviews (150 taped interviews - none transcribed - conducted in the late 1970s - subjects range from industrial history to social, cultural, political history of Owen Sound and Leith)
videotapes (50 interviews with Owen Sound seniors)
microfilms include newspapers, cemetery records, census returns, gazeteers and directories, farmers and business directories, telephone directories (1879-1979), land records, Tweedsmuir histories, County marriage registers

Benefitted from provincial jobs creation programs? = yes
Local initiative projects funded oral history projects documenting various aspects of the history of the community of Leith and the city of Owen Sound

Finding aids and indexes:
a few including:
Genealogical and Local History Resources at the Owen Sound & North Grey Union Public Library - brochure

OXFORD COUNTY LIBRARY
445 Hunter St Woodstock, ON N4S 4G7
(519) 421-1700

SEE Baxter 1989 p. 269-270 =
published genealogies (Baxter lists 34); census returns;

births and baptisms 1859-1900; cemetery recordings; oaths of allegiance and naturalization registers 1800-1849; land grants; assessment rolls; directories; maps; marriage records

SEE Filby 1988 p. 278 =
200 books; 1000 mss; 108 reels of microfilm; land records; censuses; family histories; cemetery, birth, death, marriage records

This Survey =
modest collection
emphasis = a room at the system headquarters is rented jointly by the library, the Oxford Historical Society, and the Oxford Genealogical Society - volunteers from these societies staff the room and answer walk-in and mailed inquiries; branch libraries also have local history collections
books (yes can't estimate how many)
clippings (a few)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (some)
city/town directories (some)
old telephone directories (a few)
newspapers (yes - some microfilmed - some indexed)
maps (a few)

Benefitted from provincial jobs creation programs? = yes
Various projects were conducted in partnership with the historical and genealogical societies

Finding aids and indexes:
Index to births, deaths, marriages

Current problems include:
Difficulty establishing and maintaining standardized name and subject headings for local people, places, and topics

PARRY SOUND PUBLIC LIBRARY
29 Mary Street Parry Sound, ON P2A 1E3
(705) 746-9601
SEE Baxter 1989 p. 260-261 =
many cemetery transcriptions; family histories (Baxter lists 13); local histories (Baxter lists 4)

ALD = District of Parry Sound Bibliography and Notes and Sketches on the History of Parry Sound

PELHAM PUBLIC LIBRARY
Box 830 Fonthill, ON L0S 1E0
(905) 892-6443

Brock 1971 =
rated ** lists 35 books, newspaper clipping files (dating from 1940) related to the Niagara Region owned in 1971

PEMBROKE PUBLIC LIBRARY
237 Victoria Street Pembroke, ON K8A 4K5
(613) 732-8844

SEE Baxter 1989 p. 261 =
local histories of townships, newspapers 1855+ (Baxter lists 3); family histories (Baxter lists 6); directories; church histories

SEE Filby 1988 p. 274 =
300+ books; 5 mss; 100 reels of microfilm; Catalogue of the Pembroke Public Library Local History Collection (1985)

PERTH PUBLIC LIBRARY
30 Herriott Street Perth, ON K7H 1T2
(613) 267-7899

See Baxter 1989 p. 261 =
small collection of books; 1817 census; library was destroyed by fire in 1980 and lost much of the collection

PETAWAWA PUBLIC LIBRARY
16 Civic Centre Road Petawawa, ON K8H 3H5
(613) 687-2227
ALD = Heritage Collection, Len Hopkins Collection

PETERBOROUGH PUBLIC LIBRARY
345 Aylmer Street North Peterborough, ON K9H 3V7
(705) 745-5382

SEE Baxter 1989 p. 261-262 =
books including early histories and book collection of the Kawartha Branch of the Ontario Genealogical Society; Tweedsmuir histories; family histories (Baxter lists 7); 1825 colonization documents; census returns; assessment rolls; municipal records; newspapers 1846+ (Baxter lists 5); index to early newspapers; directories 1858+; early atlases

SEE Filby 1988 p. 274 =
1300 books; mss = 31 linear ft.; 68 reels of microfilm

SEE Ontario's Heritage v. 1 1978 p. 20 =
records of Peterborough Mechanics Institute

PICKERING PUBLIC LIBRARY
One The Esplanade Pickering, ON L1V 2R6
(416) 831-6265
SEE Filby 1988 p. 274 =
30 books; 5 mss; 20 reels of microfilm = local newspapers

PICTON PUBLIC LIBRARY
218 Main Street Picton, ON K0K 2T0
(613) 476-5962

ALD = Local history books and clippings

PORT CARLING PUBLIC LIBRARY BALA BRANCH LIBRARY
Box 50 Bala, ON P0C 1A0
(705) 765-3679
ALD =
Bala and Muskoka Collection; Lakes History; Gibson Indian Reserve; Ruth Stainer Collection (newspaper clippings, books, pictures)

PORT COLBORNE PUBLIC LIBRARY
310 King Street Port Colborne, ON L3K 4H1
(905) 834-6512

See Baxter 1989 p. 262 =
family histories (Baxter lists 6); city directories 1942+; births, marriages, deaths; newspapers 1880s+ (indexed); cemetery records; census records

Brock 1971 =
rated **** in 1971 - lists 400 books, microfilms, newspapers (1926+), newspaper clipping files (established in 1964)

PORT DOVER SEE NANTICOKE PUBLIC LIBRARY

PORT ELGIN SEE BRUCE COUNTY PUBLIC LIBRARY

PORT HOPE PUBLIC LIBRARY
31 Queen Street Port Hope, ON L1A 2Y8
(905) 885-4712

SEE Baxter 1989 p. 262 = genealogical materials

ALD =
Historical newspaper name index; Port Hope Evening Guide 1832-1927, 1980+; local history collection

RED ROCK PUBLIC LIBRARY
Salls Street Red Rock, ON P0T 2P0
(807) 886-2558
ALD = Local history

RENFREW PUBLIC LIBRARY
13 Railway Avenue East Renfrew, ON K7V 3A9
(613) 432-8151
ALD = Early Canadiana and Renfrew Valley history

RICHMOND HILL PUBLIC LIBRARY
24 Wright Street Richmond Hill, On L4C 4A1
(416) 884-9288

SEE Baxter 1989 p. 263 =
family history files (Baxter lists 54)

SEE Filby 1988 p. 275 =
800+ books; 500 mss; 25 reels of microfilm

ALD =
Canadiana and genealogy, books, slides, pictures, scrapbooks

RIDEAU LAKES UNION LIBRARY
Halladay Street Elgin, ON K0G 1E0
(613) 359-5315

This Survey =
modest collection
emphasis = local history, genealogy, small Rideau Canal collection (including manuscripts of some federal reports from the 1970s)
books (over 50)
clippings, pamphlets, etc.
2 filing cabinet drawers of material on local villages and communities
2 binders of information on the communities of Portland and Newboro
binders of 19th century village views of Seeleys Bay and Lyndhurst are held by those branches
scrapbook collections
Tweedsmuir histories (photocopies)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
census records (a few)
maps (a few)
photographs (over 50)
oral history interviews (15 - not transcribed)
audio recordings (a few)

Benefitted from provincial jobs creation programs? = yes
Students hired with grant funds
Created local walking tours and driving tours
Wrote two village histories (Portland and Delta)
Collected materials (interviews, photographs, documents, etc.) which were used by the authors of two subsequent Township histories

Finding aids and indexes:
Card index (5 linear feet) to South Crosby Township family names, cemetery recordings, newspaper references, census information, etc. (held at the main branch in Elgin)

Current problems include:
Inadequate time and staff to properly organize and maintain the collection
The five branch libraries have few resources - most materials are at the Elgin library

RIDEAU TOWNSHIP PUBLIC LIBRARY
Box 430 Manotick, ON K0A 2N0
(613) 692-3854

This Survey =
minimal collection
books (over 50)
clippings (several folders)

Current problems include:
There is no one on the staff with the expertise needed to organize and develop such a collection

ST CATHARINES PUBLIC LIBRARY
54 Church Street St Catharines, ON L2R 7K2
(905) 688-6103

SEE Baxter 1989 p. 263-264 =
5000+ books; 1100 microform reels; census records (Baxter lists indexed census returns 1842-1871); births, marriages, deaths; family histories; marriage registers; other marriage records; cemetery transcriptions; funeral home records; voters lists; church records; Tweedsmuir histories

See Filby 1988 p. 275 =
books; 5150 mss; 1191 reels of microfilm; Names index; indexes to St. Catharines Constitutional and Thorold Post

Brock 1971 =
rated ***** in 1971 - lists 700 books, microfilms, newspapers (1850s+), extensive newspaper clipping files related to the Niagara Region

This Survey =
substantial collection
local history room is administered by a professional librarian and assistants
collection has been developed over several decades
not a browsing collection
research forms are completed and signed by patrons and staff assists in selecting and retrieving appropriate materials
information sheet for patrons
emphasis = history of St. Catharines and the Niagara Peninsula; genealogy (especially local, regional, and Ontario but also some Canadian, British, U.S., New York, and European materials); local buildings; War of 1812; early pioneer settlements; United Empire Loyalists; the Welland Canal; the Underground Railroad; local government reports and publications
written collection development policy (but out of date)
books (7000 cataloged monographs)
vertical file
23 filing cabinet drawers
contain newspaper clippings, pictures, post cards, pamphlets, etc.
newspapers have been clipped since the 1950s
newspaper is clipped daily
clipping files are systematically weeded
deleted articles are often added to the card index and/or transferred to subject binders
there is an older subject index on cards to the vertical file but it has not been kept up to date for some years
binders and scrapbooks arranged by subject (over 100)
including:
3 looseleaf binders of information on community organizations
17 looseleaf binders of clippings related to buildings and houses in St Catharines arranged by street address
7 looseleaf binders of clippings on local businesses
commemoratives file (6 boxes of printed ephemera - all indexed for access - including theatre programmes, official announcements, pamphlets and leaflets concerning celebrations of

Niagara frontier historical events, etc.)

genealogical materials include:
- published genealogies (many)
- unpublished family histories (several hundred which have been individually bound and indexed)
- census records (Niagara Peninsula 1828-1891; some Ontario County 1901; indexes to selected 1851, 1861, 1871, 1891 censuses by township)
- city/town directories (many including early Ontario gazeteers and directories; St. Catharines city directories 1860s to the present (incomplete holdings for the years prior to 1910))
- old telephone directories (some historical Niagara Peninsula telephone books)
- old school yearbooks (many)
- cemetery records from the St. Catharines area and other parts on Ontario
- Buffalo, Erie Co. N.Y. Birth Records, Canadian Parentage Extracts, 1878-1882

newspapers (30 titles 1778+ - most microfilmed - some indexed - representing the entire Niagara area)

local and Ontario periodicals and newsletters (many) including:
- genealogical and historical society newsletters
- Canadian Genealogist (1979-1989)
- Families (1971-) (continues Ontario Genealogical Society Bulletin 1962-1970)
- Ontario Register (Vol 1-7)
- Notes from Niagara (1981-)

maps (400 - 10 map drawers of maps with card index. These are deteriorating and the library is considering transferring them to the historical society)

atlases from the 1870s-1889s for most Ontario counties

photographs (many including 20 looseleaf binders of photographs which are indexed in a card file)

slides (over 1000 - 8 looseleaf binders including both original slides and slides made from photographs, pictures, and documents in the collection)

post cards (over 500)

posters and historical prints (some)

oral history interviews (a few - including an untranscribed interview from the 1980s with Sheriff Wilson)

audio recordings (24 - local musicians including school bands, local symphony orchestra, etc.)

films and videotapes (8 including items made by local groups on Welland Canal pollution, Niagara region tourism, local electoral debates)

microfilms include newspapers, church records, wills, land records, Welland Canal materials, telephone directories, cemetery records, Tweedsmuir histories, scrapbooks, a few Brock University theses from the 1960s that deal with the Underground Railroad, regional geology, etc.

Tweedsmuir histories of Decew Falls, Grantham, Pelham, Port Dalhousie - some cataloged - some on microform, some in scrapbook form

land grants information - microforms of Archives of Ontario indexes to Niagara land records, petitions, and patents

archival material -

while the library owns some, it tends to direct archives and personal papers to the historical museum and Brock University

materials owned include:

some government records,

some archives of organizations (e.g. St Catharines General Hospital)

some family and personal papers

campaign buttons and political pamphlets

some artifacts

some original documents (e.g. land transactions)

Benefitted from provincial jobs creation programs? = yes

Created and updated indexes and finding aids

Compiled scrapbooks of newspaper clippings which were then indexed and microfilmed - the scrapbooks have been kept up by staff but the indexing and microfilming ended when the grants terminated

Finding aids and indexes:

Cataloged items are in the library OPAC

Surname index (60 catalog card drawers) to resources in the collection - updated daily - births, deaths, marriages, other information

Subject Index (on cards) to Minutes of City and Regional Councils 1986-

Picture and Slide File Index

Map Index

Some older newspapers have been indexed including: St Catharine's Consitutional 1861-1871 and the Thorold Post 1875-1876

As clipping files are culled, newspaper indexes are updated

<u>Your Key to Genealogical Resources in the St. Catharines Public Library</u> - brochure

Genealogy: A Selective List 1993 (14 p.)
(a bibliography of genealogical resources in the collection arranged under the headings:
Genealogical Directories and General Sources
Passenger Lists
Parish Register Sources
European Sources
American Sources
English Sources
Irish Sources
Scottish Sources
Canadian Sources
United Empire Loyalist Sources
Ontario Sources
Land Grants and Patents
Census
Court Sources
Vital Statistics Sources
Maritime Canada Sources
Local Sources
Genealogical Newsletter
History Society Papers

Loose-leaf guide to the total collection provides the staff with instructions on how to update and maintain the collection

Current problems include:

Reductions in staff and funds make it difficult to satisfy great and increasing public demand for service

Need more staff/space/time to collect, process, and serve the public

Must compete with other library priorities for limited resources

Need updated policies

Need to train general reference staff in use of the collection since they may sometimes be called upon to provide service when the local history staff is not available

ST MARYS PUBLIC LIBRARY
15 Church Street North, St Marys, ON N0M 2V0
(519) 284-3346

This Survey =

minimal collection

emphasis = books by local authors and historical atlases - local history materials are found in the local museum.

books (a few)
clippings (1 filing cabinet drawer)
newspaper (1985+)
maps (a few)
oral history interviews (10 - 8 have been transcribed; 7 have been published)
films and videotapes (1)

ST THOMAS SEE ELGIN COUNTY PUBLIC LIBRARY

SARNIA PUBLIC LIBRARY (SEE ALSO: LAMBTON COUNTY LIBRARY)
124 Christina Street South Sarnia, ON N7T 2M6
(519) 337-3291

SEE Baxter 1989 p. 264 =
cemetery records; indexed census returns; indexed birth, marriage, death records from papers 1853+; local histories and family histories (Baxter lists 13 titles)

This Survey:
clippings, pamphlets, vertical file materials (4 file cabinets)
photographs (Holland Paisley Collection - 2200 historic photos of Sarnia and Lambton)

SAULT STE MARIE PUBLIC LIBRARY
50 East Street Sault Ste Marie, ON P6A 3C3
(705) 759-5230

SEE Baxter 1989 p. 265 =
censuses; city directories; voters lists; newspaper; births, marriages, deaths; atlases; telephone directories; Tweedsmuir histories; cemetery transcriptions; local histories; church histories

SEE Filby 1988 p. 275 =
250 books; 1100 microforms; Genealogy at Sault Ste Marie Public Library

SEE Ontario's Heritage v. 13 1980 p. 16
Abitibi Papers; Glyn Smith Papers; Tommy Woodside Papers; Durham Papers; Bussineau Papers; Penhorwood Papers; newspapers (The Star 1901+); maps 1632+; photographs; scrapbooks 1901+

SCARBOROUGH PUBLIC LIBRARY
1076 Ellesmere Road Scarborough, ON M1P 4P4
(416) 396-8800

SEE Filby 1988 p. 276 =

700 books; 15 mss; 5 reels of microfilm; Index of Material in the City of Scarborough Public Library Board Local Historical Collection; Historical Bibliography of Scarborough

SELKIRK SEE NANTICOKE PUBLIC LIBRARY

SIMCOE PUBLIC LIBRARY
46 Colborne Street South Simcoe, ON N3Y 4H3
(519) 426-3506
ALD= Local history collection

SIX NATIONS PUBLIC LIBRARY
Oshweken, ON N0A 1A0
(519) 445-2954
DLC = collection of rare O.P. Iroquois books

SMITH FALLS PUBLIC LIBRARY
81 Beckkwith Street North Smith Falls, ON K7A 2B9
(613) 283-2911

SEE Baxter 1989 p. 265 =
family histories (Baxter lists 11); births, marriages, deaths; cemetery inscriptions

SEE Filby 1988 p. 276 =
40 books; 50 reels of microfilm = local newspapers

SOUTH MARYSBURGH TOWNSHIP PUBLIC LIBRARY
King Street Milford, ON K0K 2P0
(613) 476-4130

This Survey =
minimal collection
books (over 50)
clippings (1 file folder)
genealogical materials include:
published genealogies (a few)
unpublished family histories (a few)
newspaper (1994+ - not microfilmed)
maps (5)
videotapes (a few tapes including fund raising event for the new library building.

STAYNER SEE CLEARVIEW PUBLIC LIBRARY

STRATFORD PUBLIC LIBRARY
19 St Andrew Street Stratford, ON N5A 1A2
(519) 271-0220

SEE Baxter 1989 p. 266 = newspapers 1855+

SUDBURY PUBLIC LIBRARY
74 Mackenzie Street Sudbury, ON P3C 4X8
(705) 673-6145

SEE Baxter 1989 p. 266 =
excellent genealogical and local history collection; scrapbooks; obituaries indexed 1960+; family histories; local histories; books on ethnic communities; church histories; voters lists; telephone directories 1904+; city directories; newspapers; indexes; 200+ oral history tapes; clippings of genealogical column from local french language newspaper 1987+

SEE Filby 1988 p. 276 =
books; 350 mss; 79 reels of microfilm

SEE Ontario's Heritage v. 13 1980 p. 17 =
minutes, agendas, reports of: City Council 1930+, Sudbury Region 1972+, Library Board 1917+, community and cultural organizations 1883+; lists newspaper and periodical holdings; subject file: Inco, Falconbridge 1888-1978

SUNDRIDGE-STRONG UNION PUBLIC LIBRARY
Main Street Sundridge, ON P0A 1Z0
(705) 384-7311

ALD = Local history, photos, census

THOROLD PUBLIC LIBRARY
14 Ormand Street North Thorold, ON L2V 1Y8
(905) 227-2581

SEE Filby 1988 p. 276 =
115 books; 27 reels of microfilm

Brock 1971 =
rated * lists 20 books owned in 1971, newspapers (1926-1950), limited newspaper clipping files related to the Niagara Region

This Survey =
modest collection
emphasis = scrapbooks and histories of the city and township, genealogical materials
books (over 100)
clippings (1/4 of a filing cabinet drawer)
scrapbooks (about 50 scrapbooks of newspaper clippings compiled 1978-1986)

genealogical materials include:
published genealogies (a few)
census records (a few)
city/town directories (a few)
old telephone directories (a few)
old school yearbooks (some)
newspapers (1875+ - some microfilmed - not indexed)
maps (a few)
videotapes:
Battle of Beaverdams - shows battle sites and tells story of Laura Secord
Historical Old Thorold - shows older houses and interviews LACAC members
microfilms include census for Welland County for 1842, 1852, 1861, 1871, 1881, 1891, 1901

Benefitted from provincial jobs creation programs? = yes
2 church histories and 5 local histories were indexed
Parish registers were photocopied and indexed

Finding aids and indexes:
Cataloged materials are found in the library OPAC (Online Public Access Catalog)
Name index to church histories and local histories

TILLSONBURG PUBLIC LIBRARY
2 Library Lane Tillsonburg, ON N4G 4S7
(519) 842-5571

SEE Baxter 1989 p. 267 =
births, marriages, deaths (1863-1924); family histories (Baxter lists 11)

TIMMINS PUBLIC LIBRARY
236 Algonquin Boulevard East Timmins, ON P4N 1B2
(705) 267-8451

SEE Filby 1988 p. 276 =
books (359 English 68 French); 369 reels of microfilm

ALD = Northern Ontario Heritage Collection

TORONTO
Public libraries in the Toronto area are divided into six autonomous systems (q.v.):
EAST YORK, ETOBICOKE, NORTH YORK, SCARBOROUGH, TORONTO, YORK

In addition, there is the large central
METROPOLITAN TORONTO REFERENCE LIBRARY

Many original sources from Toronto branch libraries are photocopied for their collections and the originals are deposited in the Metropolitan Toronto Reference Collection

METROPOLITAN TORONTO REFERENCE LIBRARY
789 Yonge Street Toronto, ON M4W 2G8
(416) 393-7155

SEE Baxter 1989 p. 267 =
biographical index; Sands collection of local history; Toronto Star scrapbooks; city directories 1833+; telephone directories 1879+; cemetery records; census indexes; family histories

SEE Filby 1988 p. 277 =
books; mss; 236+ reels of microfilm; microfiche

This Survey =
very large collection which traces its origins back to 1910
materials are housed in the History Department with the most valuable items preserved in the Baldwin Room (a special collection of old and rare Canadian materials including books, manuscripts, pictures, printed ephemera, and newspapers)
emphasis = published and unpublished materials relating to Toronto, Ontario, and Canada - many vertical file materials, finding aids, published ephemera, manuscript collections, 50,000+ photographs
written collection development policies for the various Baldwin Room collections (See:)
books (Ontario: 5000+; Canadiana collection 24,000+)
clippings, etc.
Vertical files (started in the 1960s):
Metro Toronto (history, buildings, streets, districts, bridges, parks)
12 drawers of clippings
(older clippings are available on microfilm)
1 drawer of pamphlets

Ontario
3 drawers of clippings
7 drawers of pamphlets
Toronto Scrapbooks (many) (cover 1910 to the 1940s)
Biographical Scrapbooks (many) (cover 1910 to the 1940s)
Thomas Reed Clipping Collection
19 drawers (personal collection of a Toronto newspaperman - covers 1930s-1980s)
genealogical materials include:
published genealogies (many)

unpublished family histories (some)
census records (many)
city/town directories (many - 1833+)
old telephone directories (many - 1880s+)

newspapers (many - 1790s+ - most microfilmed - not indexed)

maps (thousands; Toronto maps dating back to 1788; comprehensive collection of Toronto fire insurance plans and Goad atlases)

historic picture collection:
photographs (over 50,000)
paintings, drawings and prints (15,000)
post cards (2600)

the core of this collection of Canadian historical pictures was donated between 1910 and 1918 by John Ross Robertson - founder and publisher of the Toronto Telegram - the collection is especially strong in views of Toronto from the founding of York in the 1790s to the 1920s. The library would like to eventually put selected items onto CD-Roms for sale and distribution.

oral history interviews (about 80 - some transcribed - Toronto Between the Wars - documents Jewish life in Toronto between 1920 and 1940)

microfilms include newspapers, Tweedsmuir histories, biographical scrapbooks, Toronto scrapbooks, telephone directories, census records

archival and manuscript resources -
archives of private organizations (a few)
personal papers of individuals and families (many)

Benefitted from provincial jobs creation programs? = yes

The collection benefitted indirectly when a series of oral histories prepared by university students with summer work grants were deposited with the library upon completion

Many other Ontario libraries had grant workers research materials in the Metro Toronto historical collections and make copies for deposit in their own collections

Finding aids and indexes:

Cataloged monographs are listed in the library OPAC

Many card indexes and catalogs including:

Biographical Index - large card index started in 1910 - contains references to biographical information found in books about Toronto and to obituaries of prominent Canadians appearing in Toronto newspapers

Picture Index - indexes pictures in books and

other publications
Broadside and Printed Ephemera Catalog
Photographic Catalog
Vertical Files Index
Map Index
Scrapbook Index
Manuscripts Catalog

Catalog/family index of the massive Mormon Library in Utah will be purchased on CD-Rom in 1995

Many pamphlets and leaflets guide patrons to departmental resources and to resources found outside the library These include:
Guide - Telephone Directories (3 p.)
Guide - City Directories (4 p.)
Guide - Toronto City Directories (1 p.)
Guide - Cemetery Records (4 p.)
Guide - Census Records (3 p.)
Guide - Ships Passenger Lists (3 p.)
The Baldwin Room (11 p.)
Genealogy in the Metropolitan Toronto Reference Library (20 p.)
History Department (brochure)
Canadian Genealogical Resources (brochure)
Helpful Canadian Resources for Genealogical Research (8 p.)
Baldwin Room Ephemera Collection (brochure)

Current problems include:

Present and anticipated staff and budget cuts are seriously hindering the library's ability to process non-book and manuscript materials and to maintain files and indexes

TORONTO PUBLIC LIBRARY (31 branches)
Toronto Library Board
40 Orchard View Boulevard Toronto M4R 1B9
Barbara Myrvold (416) 393-7500

Automation: SEE:
Myrvold, Barbara and Cheryl Buchwald "PC-File and Authex: creating a local history subject information file," Library Software Review 9 (Jan/Feb 1990): 31

Each of the thirty-one branches collects data to document and provide information on the historical development of its surrounding neighborhood

Some maintain vertical files and local history indexes

When the Toronto library system was automated using Geac

software/hardware, local history automation was given a low priority

Instead, PC systems were adopted for local control

PC File, a software package routinely sent to branches and for which staff had already been trained, was found acceptable for creating subject indexes, but it cannot create an online authority file

Authex, another software package designed specifically for periodical indexing has this capacity

Branches have been given the option of using whichever package they choose

Unfortunately, there was, in 1990, little or no coordination among branches as to authority control

Because of this and because the local pc systems were not compatible with the GEAC software, online access to local history files of individual branches through system OPACs was deemed not feasible

TRENTON PUBLIC LIBRARY
18 Albert Street Trenton, ON K8V 4S3
(613) 394-3381

SEE Filby 1988 p. 277 =
200 books; 50 mss; 300 reels of microfilm = mostly newspapers

UXBRIDGE TOWNSHIP PUBLIC LIBRARY
9 Toronto Street South Uxbridge, ON L0C 1K0
(905) 852-9747

This Survey =
minimal collection
emphasis = books on famous local people e.g. L.M. Montgomery, Glenn Gould, David Milne
books (over 100)
clippings (half a filing drawer of clippings)
genealogical materials include:
unpublished family histories (a few)
newspaper (some) (available on microfilm and indexed at the local museum)
photographs (a few)
audio recordings (a few related to Glenn Gould)
videotapes (6)

WAINFLEET TOWNSHIP PUBLIC LIBRARY
19M9 Park Street Wainfleet, ON L0S 1V0
(905) 899-1277

Brock 1971
= rated * in 1971 - lists 20 books, newspaper clipping files related to the Niagara Region

WALLACEBURG SEE KENT COUNTY LIBRARY

WATERFORD SEE NANTICOKE PUBLIC LIBRARY

WATERLOO PUBLIC LIBRARY
25 Albert Street Waterloo, ON N2L 5E2
(519) 886-1310

See Baxter 1989 p. 268 =
small but expanding local history collection; books; memoirs; government documents; family histories (Baxter lists 12)

This Survey =
modest collection
emphasis = local history
written policies for collection development, collection utilization, gifts, reproduction of photographs
books (over 50)
clippings, pamphlets, brochures, etc.
8 filing cabinet drawers (including: businesses, biography, historic buildings, water supply)
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (many)
city/town directories (many)
old telephone directories (a few)
old school yearbooks (a few)
newspapers (1901+ - all microfilmed - some indexed)
maps (over 50)
photographs (over 100)
slides (some)
post cards (over 50)
oral history interviews (none but Kitchener Public Library has some interviews with Waterloo citizens)
videotape (Doon Heritage Crossroads)
microfilms include newspapers, directories, census
archival materials include:
records of Waterloo Public Library
Globe Furniture Co
Waterloo Minor Ringette Association

Oktoberfest programme and clippings collection

Finding aids and indexes:
Local history books and periodicals are listed in the library catalog
Computerized index to local newspaper and magazines (Inmagic software is used)

Current problems include:
Staff reductions have caused the loss of the Local History Reference Assistant position
The library must now depend on volunteers to process and maintain the collection

WATERLOO REGIONAL LIBRARY NEW HAMBURG BRANCH
145 Huron Street South New Hamburg, ON N0B 2G0
(519) 662-1112

SEE Baxter 1989 p. 256 =
Waterloo Historical Society magazines; newspaper clippings; photographs; books (Baxter lists 13) including local histories and church and family histories

WATERLOO REGIONAL LIBRARY WELLESLEY BRANCH
William & Henry Street Wellesley, ON N0B 2T0
(519) 656-2001

This Survey =
modest collection
emphasis = local history and genealogy; some items from the Wellesley Township Historical Society (which is housed in the same building as the library) are on deposit in the library
books (a few)
clippings (a few folders)
genealogical materials include:
unpublished family histories (a few)
census records (a few)
maps (a few)
photographs (Historical Society has photos - not the library)
oral history interviews (none, but interviews with local residents are found in the Kitchener Library collection)

Benefitted from provincial jobs creation programs? = yes
In the 1980s a university student was hired with grant funds to catalogue and index the collection

Finding aids and indexes:
- Catalog and index prepared by grant worker in 1980s
Index to a locally produced history of Wellesley Township

Current problems include:
Need more volunteers to help with the collection

WELLAND PUBLIC LIBRARY
140 King Street Welland, ON L3B 3J3
(905) 734-6210

Brock 1971 =
rated **** lists 550 books, microfilms, newspapers (1854-1971), extensive newspaper clipping files related to the Niagara Region owned in 1971

This Survey =
moderate collection
emphasis = history and genealogy of the Welland area
books (over 500)
clippings (many - newspaper is clipped daily)
cemetery gravestone transcriptions for local and regional cemeteries (many - in vertical file)
some City Hall scrapbooks
genealogical materials include:
published genealogies (some)
unpublished family histories (some)
census records (some)
Welland County Census 1851-1881
Niagara District Census/Assessment 1828-1849
city/town directories (many)
Welland and Port Colborne city directories 1865; 1913+
old telephone directories (1952+)
old school yearbooks (some)
newspapers (1854+ - most on microfilm)
Evening Tribune 1870+
1879-1892 and 1989+ have been indexed
Welland Daily News 1922-1923
Welland Herald 1854 (incomplete)
Welland Telegraph 1864-1918 (incomplete)
Guardian Express (paper copies) (published briefly in the 1980s)
Incomplete runs of other Niagara Peninsula newspapers on microfilm.
maps and atlases (a few including Illustrated Historical Atlas of Ontario Counties 1870-1880)
photographs (about 300 arranged by subject)

slides (a few)
post cards (a few)
oral history interviews (a few - 1 transcribed)
videotapes (a few including a videotape produced by the mayors task force and some videos of Welland rose parades)
microfilms include newspapers, census, land records

Benefitted from provincial jobs creation programs? = yes
Seed grants in the early eighties resulted in the creation of a Surname Index to local history monographs and an index to local newspapers covering the years 1870-1895

Finding aids and indexes:
Welland County Surname Index - an index to about 25 town, village, and county histories
Index to local newspapers covering the years 1870-1895
Birth, death, marriage index to local newspaper (1989+) (will index retrospectively as time permits)
Family Ties: A Selective Guide to Tracing Your Family History 1987 (12 p.) lists some genealogical resources in the collection

Current problems include:
Few problems except time to do all that could be done especially indexing of unindexed resources

WELLESLEY PUBLIC LIBRARY SEE WATERLOO REGIONAL LIBRARY

WESTON SEE ETOBICOKE

WHITBY PUBLIC LIBRARY
405 Dundas Street West Whitby, ON L1N 6A1
(905) 668-9657

SEE Baxter 1989 p. 267-268 =
repository for genealogical society collections; cemetery transcriptions; family histories (Baxter lists 14); scrapbooks; newspapers; census records; land records; deeds; local histories (Baxter lists 16)

SEE Filby 1988 p. 278 =
Books (150 Local History, 229 Ontario Genealogical Society collection); 25 mss; 115 reels of microfilm = census records and local newspapers 1850- ; local history newspaper index

This Survey =
modest collection

emphasis = Canadiana; history of Whitby, Durham Region, and Ontario
written local history collection development policy with detailed processing instructions
books (over 500)
clippings, pamphlets, etc,
31 looseleaf binders of newspaper clippings
36 looseleaf binders of local history vertical file materials
28 looseleaf binders of local history biography
genealogical materials include:
published genealogies (some)
unpublished family histories (a few)
census records (some)
city/town directories (some)
old telephone directories (some)
old school yearbooks (a few)
newspapers (28 titles - 1850+ - microfilmed - some indexed)
maps (over 50)
photographs (200 - copies of photographs in the Whitby Historical Society Archives; the library has a catalog listing photographs available in the Archives)
slides (over 100)
oral history interviews (4 - all transcribed)
videotape (Town of Whitby)
microfilms include newspapers, land records, census records, United Empire Loyalist lists

Finding aids and indexes:
Canadiana Collection is cataloged on the library OPAC and is listed in a computer print out
Newspaper index (Dynix database) searchable online via the library OPAC - title and subject index
Local History Biographies Index
Local History Vertical File Index
Local History Scrapbook Subject Index
Local History Special Newspaper Collection Index
Chamber of Commerce Newsletter Index

Current problems include:
Few problems
Older newspaper index was not well done

WINDSOR PUBLIC LIBRARY
850 Ouellette Ave Windsor, ON N9A 4M9
(519) 255-6770

SEE Baxter 1989 p. 268-269 =

municipal archives; family papers; papers of local clubs 1738+; local histories including Black, French, and Jewish communities; family histories (Baxter lists 39); local newspapers 1831+; census records; voters lists; church histories; cemetery inscriptions; scrapbooks; atlases; telephone directories 1884+; births, marriages, deaths 1883+; parish registers

SEE Filby 1988 p. 278 =
books; municipal archives housed at the main library = 1365 linear ft; 1950 microforms; index to the Windsor Star; How to Trace Your Roots in Essex County (pamphlet)

WOODSTOCK SEE OXFORD COUNTY LIBRARY

WYOMING SEE LAMBTON COUNTY LIBRARY

APPENDIX

SAMPLE POLICIES AND FORMS

Draft

COLLECTION POLICY

[redacted] ROOM

The [redacted] Room of Local History formally opened on [redacted]. The [redacted] houses local history collections that belong to the [redacted] Public Library and the [redacted] Historical Society. As well, the [redacted] Branch of the Ontario Genealogical Society keeps their books and vertical files in the [redacted]. Local history material has been collected since the early 1900s, under the auspices of chief librarian [redacted]. Her successor [redacted] continued to support the local history collection. The [redacted] Public Library made a further commitment to the collection with the opening of the [redacted] in [redacted].

There are three ways that [redacted] acquires material for the local history collection.

1. Purchase
2. Donation (or loan of original for copying)
3. Transfer from other collections in the [redacted] system

Other criteria are considered as well. The geographic relevance of the item is a primary concern. The local history collection is designed to serve the needs of the City of [redacted]. However, the present collection, and the use of the collection, reaches beyond local interest. The priorities can be listed as follows:

1. The first priority is to collect books (both fiction and non-fiction) about [redacted] and the Regional Municipality of [redacted]. Works by local authors are important to the collection. Books dealing with local subjects are equally important.

2. The second priority is to collect books about [redacted], [redacted] and [redacted] Counties. Books about [redacted] Ontario are also useful, for example, [redacted], [redacted], [redacted] and [redacted] Counties. These are counties that are important to the history of [redacted] Region because of settlement migration patterns and other links to this area.

3. The third priority is to collect books about Ontario history, geography and social life and customs. Many of these topics relate to historical events in [redacted] Region.

4. The fourth priority is to acquire books relating to Canadian history, geography and social life and customs.

The decision is often made to transfer older books from other collections into the [redacted]. In some cases, a Canadian imprint becomes "rare" in a monetary sense, and needs protection from possible loss. As well, last copies of Canadian imprints are sometimes transferred to the local history collection.

Time period is another criteria for the collection. The settlement of this area dates back to the early 1800s and naturally, books and other documents from that time period are valuable additions to the collection. However, the acquisition of modern books etc, is equally important, before they go out of print or become difficult to locate for the collection.

Other criteria for acquiring material for the [redacted] is determined by type, size and format.

Non book material in the [redacted] collection:

1. Photographs:

The collection could include photographic prints, glass or film negatives, slides, post cards, photo albums, prints, sketches or paintings. Recent photographs are as important to collect as 19th

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century images. If the owner of the original is reluctant to donate a photograph etc., they may be willing to loan the article for reproduction purposes. In some cases, the owner has agreed to donate the original if they receive a copy in exchange for the original.

2. **Maps:**

Any map representing the geographical area of [redacted] and [redacted] Region is important. Original 19th century survey maps of [redacted] and the other villages and townships are valuable resources for researchers. The maps may be rolled wall maps or in frames. Modern maps, for example, road maps, aerial maps from planning departments, are also valuable. Copies of maps as well as originals are useful to the collection. In many ways, copies are useful because they are printed on sturdier paper than the originals. Sketch maps drawn by local people often show details that do not appear on commercial maps, such as the location of farms, buildings or changes of ownership.

Blueprints of residences or buildings are also valuable, as well as architectural drawings.

Many local maps are transferred from Information Services to the [redacted] after they are no longer useful to the reference collection.

3. **Newspapers/Periodicals:**

Locally printed newspapers are extremely valuable sources of local history. They are also very vulnerable because of the poor quality paper used in their printing. Even a single issue of a [redacted] County newspaper is important. Current newspapers should be collected as they appear, as well as advertising newspapers and periodicals. These newspapers are either converted to microfilm or are clipped for the Vertical File.

4. **Vertical Files (Newspaper Clippings)**

All local newspapers, either daily or weekly, are regularly checked for local information for the Vertical Files. [redacted] files

date back to the 1950s, although there are older clippings in the files as well.

The clippings are assigned a subject heading, and stored in filing cabinets. These files are not weeded because the clippings will be valuable in the future. Some clippings are transferred from Information Services as those files are weeded.

5. **Manuscript Collections:**

Manuscript materials include such items such as diaries, journals, memoirs and reminiscences, club minutes, business records or collections of letters. These items are generally kept together as a unit. Once again, 19th century items are valuable, but 20th century records should not be neglected.

6. **Ephemera:**

Ephemera is often defined as material that was produced to be used once and then thrown away. This includes programmes of special events, handbills, funeral notices, broadsides and posters. Any item reflecting an event in [redacted] or [redacted] Region is a valuable addition to the [redacted] collection.

7. **Oral History Tapes:**

[redacted] started gathering oral history information in 1981. This programme has gathered a unique collection of historical data on [redacted] Region through interviews with older members of the community. The programme is supported in the [redacted] budget, as well as an annual grant from the [redacted] Regional Heritage Foundation.

8. **Artifacts:**

Most artifacts are refused if offered to the [redacted] collection. The potential donor is referred to an appropriate museum that might be interested in the donation.

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The [redacted] will accept small memorabilia items such as commemorative medals or buttons. However, the [redacted] does not have storage space for larger items nor a staff trained to care for such artifacts.

[redacted]

January, 1991.

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— DONATION AGREEMENT —

I hereby give to the [redacted] PUBLIC LIBRARY the objects listed herein. I understand that the said objects become the exclusive property of the Library, and may be displayed, loaned or placed elsewhere in such a manner as the Library deems advisable.

DESCRIPTION

Signature of donor: _____

Address: _____

_____

_____

Dated at [redacted] ON this _____ day of _____, 19 ____

ACKNOWLEDGEMENT

We hereby gratefully acknowledge receipt of the objects listed above.

Dated at Kitchener, ON this _____ day of _____, 19 ____

_____

[redacted] PUBLIC LIBRARY

Barrie Public Library

A. GENERAL PHILOSOPHY

The Local History Collection is a separately housed, non-circulating, research collection consisting of works which relate the history, geography, geology, culture and socio-economic composition of Simcoe County with specific emphasis on Barrie and the surrounding townships of Oro, Innisfil, Vespra and Essa. The objective of the collection is to meet the patron's long-term informational, educational and research needs on topics of local history.

The traditional tendency of the pioneer first to settle in the rural areas and then to migrate to the urban centres is found in Simcoe County; thus Barrie's development is mirrored in the development of the County, as a whole.

The aim of the collection is to allow for the reconstruction and interpretation of the record of Barrie's and more broadly, Simcoe County's past, to establish a formal record of the formation and growth of the county and to provide a recorded explanation of how and why society in the county has arrived at its present condition.

Basic Collection Parameters

a. Special emphasis is placed on collecting materials on Barrie and the immediately surrounding Townships of Oro, Vespra, Essa and Innisfil. Included are books, pamphlets, atlases, maps, newspapers (i.e. hard copy of special issues), cemetery listings, church histories and other relevant documents.

b. All materials about local history will be collected, regardless of viewpoint.

c. Gifts and donations to the collection will be accepted and added to the collection in accordance with the library's general policy for donations.

B. MATERIALS SELECTION CRITERIA

a. Primary Materials

Collection emphasis is on secondary source materials - it is the role of the Simcoe County Archives to collect and preserve original documents relevant to the County and its history. Copies of original manuscripts relating to the local history of Simcoe County or the genealogy of its residents will be collected.

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b. Government Documents

Documents issued by the municipal government of Barrie and selective titles issued by the Simcoe County government are included (e.g. planning documents). Provincially or nationally issued documents may be included, where relevant: e.g. Ontario Ministry of the Environment. Water quality characteristics of Lake Simcoe.

c. Community Agencies and Local Corporations

Monographs relating to the historical development of community groups, agencies and local corporations are included.

d. Indexes, Bibliographies and Reference Sources

Indexes, bibliographies and reference sources relating specifically to local history are included: e.g. Index to the 1871 Census of Ontario:Simcoe.

e. City Directories

All available city directories for Barrie are collected as well as comprehensive directories recording the population of all of Simcoe County, including Barrie. Telephone books for Barrie only are preserved.

f. Out-Of-Print Materials

Out-of-print materials documenting local history should be preserved in the collection.

g. Biography

Major works which document the lives and contributions of residents of Barrie and the surrounding townships are collected.

h. Fiction and Non-Fiction

Works of fiction by Barrie authors or that have Simcoe County as their setting are included. Non-fiction titles authored by Barrie residents will be included.

i. School Yearbooks

School yearbooks for secondary schools and institutions of higher learning in Barrie are preserved.

j. Family Histories

Copies of family histories of residents of Barrie and Simcoe County are collected. Patrons are encouraged to donate originals to the Simcoe County Archives for preservation.

k. Cemetery Records

Cemetery records for Barrie and Simcoe County are collected.

l. Local Architecture

Works describing the domestic and corporate architecture of Barrie buildings will be included along with photographs and postcards which record the architectural history of Barrie.

m. Ephemeral Materials

To be included, are materials whose subject matter is relevant to geographical areas beyond the boundaries of Simcoe County, but which have a direct and significant impact on some aspect of life in the County e.g. publications of the South Lake Simcoe County Conservation Authority, based in York Region, which impact on Lake Simcoe.

n. Photographs

Photographs and postcards depicting prominent people, and the architecture, landscape and geographical formations of the local area are collected.

o. Maps and Gazetteers

Maps and gazetteers depicting Barrie or Simcoe County, including Barrie are collected.

p. Oral History

Oral histories on tape are included in the collection.

C. RESEARCH MATERIALS FOR GENEALOGICAL RESEARCH

Types of local history materials to be shelved in the general non-fiction collection:

a. Guides to the principles and procedures of genealogical searching.

b. Guides to records which provide genealogical information.

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c. Directories and guides to foreign genealogical records issued outside Canada.

d. Canadian census material.

e. Indexes to census material.

f. Land registry information, historical atlases, marriage registries etc. if still in print and easily replaced.

g. Local newspapers on microfilm.

h. Factual information on the history of personal names, heraldry, armor bearings, epitaphs, flags etc. unless it relates specifically and in total to Simcoe County.

CITY OF BRAMPTON PUBLIC LIBRARY AND ART GALLERY

LOCAL HISTORY COLLECTION: POLICY AND PROCEDURES

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CITY OF BRAMPTON PUBLIC LIBRARY AND ART GALLERY

LOCAL HISTORY COLLECTION: POLICY AND PROCEDURES

1. INTRODUCTION

The following policy and procedures administer the Local History Collection. They are to be reviewed on an annual basis by the Local History Librarian and will be updated as necessary and filed in the Procedures Manual.

2. ROLE AND SCOPE OF THE LOCAL HISTORY COLLECTION

The purpose of the Local History Collection is to collect and preserve the written and secondary source materials on the history of the city of Brampton and the former Townships of Chinguacousy and Toronto Gore, for the benefit of researchers and the general public. It is the responsibility of the library to make historical materials available on a restricted basis to patrons of the collection and to hold these in trust for future generations.

The major emphasis of the collection is Brampton and the former Townships of Chinguacousy and Toronto Gore. Other geographical areas are added only if they include important information on the history of these areas. Formats collected are unlimited and include books, pamphlets, brochures, flyers, posters, diaries, journals, letters, newspapers, newspaper clippings, scrapbooks, notebooks, minutes, government publications and records, grave registers, cemetery records, maps, photographs, audio recordings, videotapes, and film strips.

Subject areas that are related to the history of Brampton and the former Townships of Chinguacousy and Toronto Gore and are of interest to the collection are: business, science and technology, education, ethnic groups, native Canadians, social aspects, arts, politics, newspapers, agriculture, women, religion, family, professions, social welfare, work, unions, geography, prominent individuals and events.

In addition to considerations of location, time, and scope, decisions on the acquisition of material will be based on the costs, availability, space for storage, and user demand.

Continual effort will be made to locate relevant subject and general bibliographies to check the completeness of the holdings.

It is the responsibility of the Local History Librarian and the library to see to it that the collection permanently acquires only items that fit within the scope of the collection.

3. SELECTION

A. Items of a current and historical nature are judged for their relevancy to the collection criteria.

B. The Local History Librarian annually develops a collection development program.

C. The Local History Librarian uses a variety of selection aids to identify possible acquisitions: rare book/out of print catalogues, regular trade publications and catalogues, local newspapers and newsletters, patron input etc.

D. The Government Publications Librarian will generally order two copies of all publications issued by the city of Brampton and by all quasi-governmental bodies with primary jurisdiction in the City of Brampton. The first copy will be held in Government Publications, the second copy in Local History. If only one copy is available, it will be held in Government publications.

E. For publications issued by the Region of Peel, Peel Board of Education, Dufferin-Peel Roman Catholic Separate School Board and other quasi-governmental bodies with jurisdiction throughout the Region of Peel, the Government Publications Librarian will consult with the Local History Librarian about the need to order a second copy.

F. If a government publication is available only on microform then only one copy of the microform will be ordered for Government Publications. Prior to 1974, the microform will be designated as Local History.

G. Although not presently indexed, clippings or photocopies from the Daily Times may be included in the collection. Articles from the Guardian are not usually added but accessed through the Guardian Index. Articles of exceptional historical value from the Guardian may be added at the discretion of the Local History Librarian.

4. ACQUISITION

A. After verification, complete ordering information is forwarded to the Head, Reference and Special Information Services Division for approval. If approved, the ordering slips are forwarded to either Technical Services or to the Government Publications Librarian for ordering. Upon receipt all items are forwarded to the Local History Librarian.

B. Donations are accepted by the Local History Librarian if the material conforms to the Collection policy. A letter acknowledging receipt of a donation is sent by the Local History Curator, with a copy to the Head, Reference and Special Information Services Division. The Local History Source File is completed to document the donation (see Appendix A).

ACQUISITION (cont'd.)

C. Acquisition of ephemeral material and newspaper clippings: (see Appendix B.).

D. Acquisition of high school yearbooks: (see Appendix C).

E. The Local History Librarian arranges with Technical Services and Government Publications to receive issues prior to 1974 of designated serials and standing orders. For example: Agendas, Minutes and Reports of Regional/Municipal Governments, Peel Board of Education, Dufferin-Peel Roman Catholic Separate School Board and Brampton Public Library.

5. DISCARDING MATERIALS

Since the collection is a research collection, the library does not generally discard materials unless it does not fit within the scope of the collection.

6. ORGANIZATION

A. Cataloguing is the responsibility of the Local History Curator. The Curator assigns each item to a subject area (see Appendix D) and assigns each item an alpha-numeric code number (see Appendix E).

B. The Local History Curator completes the Input sheet for Local History as per established procedure (see Appendix F), and forwards them to clerical staff for processing.

C. Processing is the responsibility of clerical staff. The Input Sheets are processed in a format consistent with similar entries in the Local History Catalogue. The processed page is inserted into the Catalogue by the Curator.

D. Items are not stamped with the Library's ownership stamp nor are archival materials mutilated by attaching labels or markings of any kind.

E. Extra copies of pamphlet file material are kept in separate envelopes.

F. Envelopes containing a number of items will have noted the total number of items contained in the envelope near the alpha-numeric number and all such items will be individually coded.

G. Clerical staff will type finding aids, bibliographies, etc.

7. MAINTENANCE AND PRESERVATION

A. The Local History Curator shelves all materials and performs shelf reading of the collection.

B. The Local History Curator checks the collection for items in need of repair. Minor repairs are referred to clerical staff and major repairs are referred to Technical Services. Repairs/preservation of archival material requiring professional attention are referred to the Head, Reference and Special Information Services Division.

C. Branch Secretary maintains the catalogue on the word processor.

8. DELIVERY OF SERVICE

A. The Local History Collection is stored in the locked Local History Room located at the Chinguacousy Resource Branch. Library patrons are not permitted access to the Local History Room. Local History microfilm is stored in a locked cabinet on the second floor of the Chinguacousy Resource Branch.

B. The collection is for reference use only. No items will leave the library.

C. Access to the Collection is provided through a separate, manual Local History Catalogue.

D. Information Services staff are able to retrieve items from the collection dealing with general inquiries. Inquiries requiring an in-depth search are referred to the Local History Librarian or the Curator in his/her absence.

E. Material from the collection is available during regular library hours and only when adequate supervision of the material is possible by Information Services staff. Adequate supervision is the ability of staff to periodically and conveniently view the patron and his/her use of the material. Local History material is not made available for use when such supervision is impossible.

F. All patrons are required to produce proper identification in order to handle items stored in the Local History Collection. Patrons must fill out the Local History Inquiry Form (see Appendix G).

G. Staff retrieve the items from the Local History room. No more than three separately catalogued items may be given to a patron at one time. Multiple items kept in one envelope must be counted by staff once the patron has completed using them. Envelopes containing single items must likewise be inspected.

H. Photographs are generally stored in clear plastic covers (2 photographs per cover) which are then placed in a binder. This binder is not to be removed from the Local History room; only the plastic cover containing the requested photograph should be removed and given to the patron. Both photographs given must be noted on the Inquiry Form.

DELIVERY OF SERVICE (cont'd.)

I. Patrons wishing to use audio-visual materials requiring equipment (films, videotapes, recordings) will be referred to the Local History Librarian or the Head of Reference and Special Information Services Division or the Librarian-in-Charge who will make the necessary arrangements to book a time for such a screening.

J. Staff leave the completed Inquiry Form and the Local History material with the Local History Curator.

K. Any missing materials are to be noted on the form Missing Local History material (Appendix J), located in the Local History Catalogue.

9. STATISTICS

A. The Local History Curator completes the Local History Monthly Statistics Form (see Appendix H) each month and forwards a copy to the Local History Librarian.

10. GUARDIAN INDEX

A. The Local History Curator indexes the Guardian on a weekly basis by completing the Input Sheet for Local Newspaper Index (see Appendix I). The Curator creates new subject headings as is necessary and checks and files the completed cards.

11. PROMOTION

A. The Local History Librarian assists the Extension Department by setting up displays, writing articles, addressing community groups, preparing promotional materials, etc.

12. SUMMARY OF RESPONSIBILITIES

A. Local History Librarian
- overall responsibility for the collection
- selection (collection development and analysis)
- promotion

B. Local History Curator
- cataloguing
- statistics
- shelving
- Guardian Index
- research

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APPENDIX B

EPHEMERA

For the purpose of the Local History Collection ephemera is defined as follows:

Materials which were produced to be used to pass information on from person to person, and particularly ones that mention names, places, and dates.

They include:

- Programs
- Menus
- Organizational reports
- Handbills
- Funeral Notices
- Sales Notices
- Wedding announcements
- Advertisements and posters
- Ballots
- Report Cards

EPHEMERA ACQUISITION

1. The clerical staff member responsible for the Community Board at the Chinguacousy Branch forwards all material removed from the board to the Local History Curator. The Curator selects items from this material.

2. The Local History Curator targets service and social groups within the community with the aid of the Community Services Directory. These groups would receive a letter requesting a copy of any materials to be forwarded on an on-going basis.

3. The Local History Curator will extend the Guardian indexing to choose items to be clipped for the Local History Curator.

APPENDIX C

HIGH SCHOOL YEARBOOKS

Policy: The Library obtains copies of all local high school and selected other local school yearbooks for addition to the Local History Collection. If necessary, copies are purchased by the Library.

Procedure:

1. Local History staff inform Serials of any new schools for which yearbooks should be requested.

2. Annually in April, Serials will write a standard letter to each school indicating for which years yearbooks are required. The letter will be the Initial letter for new schools or Repeat letter for schools to whom letters have been previously sent.

3. If there is no response by May, a Reminder letter will be sent.

4. If there is still no response by June, Serials will contact the school by telephone. If cost is the problem, Serials will offer to purchase the yearbook.

5. On receipt of yearbooks Serials will note years received on the letter and forward books to the Local History Curator.

6. If the library is informed of non-availability of any years, Serials note this information on the letter and inform the Local History Curator.

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BURLINGTON PUBLIC LIBRARY

PROCEDURES FOR USING GALLOWAY ROOM COLLECTIONS

JULY 1994

The Burlington Collection, housed in the Galloway Room, contains current and historical materials which relate to Burlington and Halton Region.

ACCESS

Access to the Galloway Room is closed to the public but materials from the Burlington Collection are generally available whenever the library is open.

Patrons can determine which materials are needed by consulting the online catalogue, the Burlington Collection Where-To-Look file or one of the local history finding aids.

Information Desk staff are available to assist patrons with their query and to supply requested materials. If research is of an in-depth nature, the patron is advised to speak with the Librarian responsible for local history.

USE

In order to protect the collection, up to three pieces of material will be given to a a patron at one time. Materials must be used on the Upper Level.

Upon receipt of materials, patrons must present a valid B.P.L. library card or a piece of I.D. bearing an address, such as a driver's licence.

Book cards clipped to items will be removed and held with the I.D. until all materials are returned. For files without cards, staff will note the nature and number given and attach I.D.

Much of the collection is unique, fragile, and irreplaceable. Patrons are requested to handle materials with care, especially if photocopying, and to ensure that materials are returned to the proper files.

Staff will check to see that all materials are in place before returning I.D.

SPECIAL ARRANGEMENTS

Some local groups have deposited materials in the Galloway Room for safekeeping. In order to consult or update their materials, designates of these groups will be allowed into the Galloway Room to work with their materials only.

Special arrangements have been made by a few groups and individuals to access collections in the Galloway Room.

In the above cases a list of names is appended and is updated regularly. Library staff may request I.D. before allowing access to the Galloway Room.

BURLINGTON HISTORICAL SOCIETY

Also in the Galloway Room are the records of the Burlington Historical Society. Most of these records have been photocopied for the Burlington Collection. B.H.S. records will not be given out to library patrons.

Members of the Historical Society may be allowed in the Galloway Room to consult and update their materials. Members from LACAC (Local Architectural Conservation Advisory Committee) may also use Historical Society materials. Library staff may request I.D. and membership before allowing access.

Any questions regarding use policy and procedure for the Galloway Room and for the collections held within should be directed to the Librarian responsible for local history.

Update - November 1994

LACAC is in the process of transferring their records to the Galloway Room and will have a reciprocal use arrangement with the BHS

We own all records deposited with the library except for those of the BHS and LACAC

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BURLINGTON
PUBLIC
LIBRARY

2331 New St., Burlington, Ont. L7R 1J4

416-639-3611

GIFT TO THE BURLINGTON COLLECTION

Received from _____

Date _____

Burlington Public Library acknowledges receipt of the following items:

Item	Description and Condition
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby irrevocably give to Burlington Public Library the property herein described, as an unrestricted gift, without limiting conditions, unless specifically stated herein.

Signature _____

Organization _____

Date _____

Witness _____

Envoy I.D. ADMIN/BURL PUB LIB

CNCP # I.D. EHQ024

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GUELPH PUBLIC LIBRARY

DONATIONS

I _____ make a donation of the materials listed and/or described below to the Board of the Guelph Public Library. I make this donation understanding that the following conditions apply:

1) The materials are to become the exclusive property of the Guelph Public Library Board.

2) The Guelph Public Library Board reserves the right to utilize the gift in the best interests of the Public Library.

3) In accepting any materials as gift the Guelph Public Library Board does not guarantee that they will become part of the permanent collection of the Public Library -- nor is the gift in any way to be construed as endorsement public or otherwise by the Public Library Board of any politcal, racist, ethnic, or religious point of view.

4) The Guelph Public Library will accept and undertake to keep as part of the permanent collection any document or photograph published in or about Guelph or Wellington County prior to 1900. Materials published after that date will be evaluated by staff members administering the local materials collection and the Chief Librarian. Their decision will be reported to the Board or the executive committee of the Board who will communicate with the prospective donor.

DESCRIPTION:

_____

_____

_____

_____

SIGNED_____ DATE_____

ADDRESS_____

_____

_____

GUELPH PUBLIC LIBRARY
LOCAL HISTORY COLLECTION

DATE: _____

NAME: _____ TEL. NO: _____

ADDRESS: _____

I.D.: LIBRARY CARD: _____ OTHER: _____

ITEMS USED:

_____

_____

_____

_____

_____

_____

_____

FOR USE IN LIBRARY ONLY

SIGNATURE: _____

INITIAL WHEN RETURNED: _____

Materials from the Guelph Public Library's Canadiana & Local History Collection may not be removed from the library without prior written permission of the Chief Librarian and Guelph Public Library Board.

USE OF MATERIALS

Only pencils may be used when taking notes.

Please do not mark the material in any way.

Permission to photocopy is provided at the discretion of the staff member on duty.

Photocopied material is for research use only. The researcher assumes all responsibility for questions of copyright that may arise in copying and in the use made of copies.

If you have any questions about the handling or use of the material, please do not hesitate to ask.

121133

HAMILTON Public LIBRARY

SPECIAL COLLECTIONS

OBJECTIVE:

TO COLLECT, PRESERVE AND MAKE READILY ACCESSIBLE INFORMATION RELATED TO THE HISTORICAL EVOLUTION OF THE GREATER HAMILTON AREA.

ROLE STATEMENT:

Special Collections is a repository for the collection, processing and accessing of information, in a wide variety of formats, relating to the historical development of the City of Hamilton and the Hamilton-Wentworth region.

Special Collections' resources are particularly directed to the information needs of researchers, genealogists, students (secondary and post-secondary) and interested individuals seeking materials relating to the history of Hamilton and the Hamilton-Wentworth region.

The Department also houses a major Canadian book collection, and a representative rare book collection, for use by library patrons as reference materials, not for circulation. Canadian literature relating to the War of 1812 and Arctic explorations is emphasized. Local histories of Ontario communities are actively collected.

Located in a separate, secured, climatically-controlled area of the Central Library's third floor, the Special Collections' storage areas contain valuable, and in many cases, irreplaceable items (notably books, photographs, maps and archives). These items require specialized, detailed knowledge to process and make available in response to public requests.

Use of Special Collections' materials requires direct supervision to ensure their careful use and to prevent theft or damage due to carelessness or vandalism.

The Canadiana book collection serves as a major reference resource collection, particularly as regards to materials related to Canadian history and literature.

Liaison, whether directly or indirectly, with area heritage institutions and organizations is an important component of Special Collections' role in the community. Special Collections' staff often refer patrons to external heritage sources of information, and are often asked to participate in special projects such as publications, significant anniversaries, etc., relating to the work of area heritage organizations.

The Special Collections' staff of 5.5 FTE (as of December 1, 1993), plus page and shelf reader assistance, strive to operate the department which is open to the public 59 hours per week, plus 4 hours on Sundays during the fall and winter.

Special Collections' staff respond to questions delivered in person, by telephone or by letter.

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The Hamilton Public Library Board

55 York Boulevard, Hamilton, Ontario L8R 3K1
Telephone (416) 529-8111 Telex 061-8602

Chief Librarian, Judith McAnanama, BA, BLS, MBA

RECEIPT FOR VALUABLE PAPERS

Your donation of _____ is gratefully acknowledged. A receipt containing a proper evaluation of the materials has been prepared for your records and will act as a means of verifying this as a donation for income tax purposes.

It is understood that you and/or your organization (represented by an executive officer) have agreed with the Hamilton Public Library to house the materials in question with the Hamilton Public Library on a permanent basis and that these materials become the property of the Library.

The Hamilton Public Library further agrees to provide proper and safe storage of the materials and to carry out any conservation procedures as may be necessary to repair or maintain these items. The Hamilton Public Library reserves the right to determine the maximum number of copies of items to be retained from this donation.

The Hamilton Public Library agrees to acknowledge at all times the origin of these items and reserves the right to display or use them in the course of its activities as a public library in the area of public interest for research.

Agreed to this _____ day of _____, 19__, Hamilton, Ontario.

Donor: _____

Representing: _____

Hamilton Public Library: _____

Title: _____

Witness: _____

FORM - DON4.1

Library Board: Rabbi Bernard Baskin, Ralph Connor, Jacqueline Isbester, Alan Meddejohn, Mayor Robert Morrow, Dermot P. Nolan, Tom Radigan, Fritz Wigle, Fred A. Wilson
Resource Library for the South Central Regional Library System

The Canadiana Collection Plan

MISSISSAUGA LIBRARY

Canadiana Collections

The Mississauga Library Canadiana Collection provides a variety of resources to support research on the history and development of Southern Ontario with particular emphasis on the area now incorporated as the City of Mississauga and the Region of Peel. The collection will collect appropriate rare and out of print titles as well as relevant current materials. Materials are acquired by purchase from book dealers and publishers, by transfer from other Mississauga Library System collections, and from donations from the City of Mississauga and the general public. The collection is divided into four sections: the Ruth Konrad Collection of Canadiana, the Canadiana Reference Collection, the Local Archives and the Historical Photograph Collection. All of the Canadiana collections will be catalogued to enhance public access.

Ruth Konrad Collection of Canadiana (RKLH)

The Ruth Konrad Canadiana Collection consists of the core collection of fine old and rare books. The focus of the collection is on the Province of Ontario with particular emphasis on the County and Region of Peel. Materials for this collection are largely acquired by purchase from rare book dealers and by transfer from other departments. Items will be considered for inclusion in this collection if they are particularly rare, old or of local interest. The location code for this collection is RKLH.

Canadiana Reference Collection (CNARK)

This collection contains a wide variety of Canadiana material not found in the Ruth Konrad Collection. It is composed of books on a wide variety of topics that are deemed to be of permanent interest as well as government documents that relate to local issues. The collection contains extensive microform resources including copies of all available Canadian Census records for Ontario, Mississauga community newspapers and other documents and information. Material for this collection is acquired by purchase, by transfer from other departments, and by donations from the general public. In addition, the Local Press Clipping scrapbooks are maintained to provide information not otherwise available. These scrapbooks require staff to continue searching local news sources for appropriate current information. The location code for this collection is CNARK.

Local Archives

This collection contains material relating to the Region of Peel not suitable for cataloguing nor inclusion in the book collections. Letters, diaries, handbills, brochures, manuscripts and other similar material are collected from current sources and by donation. Because of the ephemeral nature of this material, it must be collected as produced so the department must maintain appropriate mailing lists and approach potential donors. Each archival file heading is fully catalogued to ensure public access.

Mississauga Historical Photographic Collection

This collection contains a great many slides documenting the growth and physical changes that have occurred in Mississauga in the past century. New photographs will be acquired through donation and through cooperation with City departments that can provide new photographs of significant sites. The department will continue to solicit copies of old photographs of Mississauga people and places. This collection has been popular with a wide range of patrons interested in acquiring images of Mississauga for decoration, presentation and for research purposes. Public access to the collection is maintained through manual indexes and through a computer entry with appropriate subject headings.

Historical Maps

The department maintains a collection of historical maps primarily on local topics. This collection will grow as appropriate old maps become available and new maps are produced. In addition to maps, old and historical posters and art reproductions are kept.

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Mississauga Library System

Canadiana Reading Room

Security Procedures

The Ruth Konrad Collection of Canadiana is a Special Collection housed at Central Library and supported by the History and Geography Department. The collection is a unique archive of information in diverse formats (books, scrapbooks, maps, photographs, slides) which tells the story of the widely varied experiences of life in Mississauga from the original inhabitants to the latest immigrants. It is a collection that mirrors the city's unique identity. The collection celebrates the city's and country's heritage and is invaluable for serious researchers.

For these reasons, strict security procedures protect this collection of rare materials:

1. Hours of opening are limited to eight hours a day, five days per week to ensure adequate staffing.

2. No material is retrieved from the Canadiana Reading Room outside these hours.

3. No material is used outside the Canadiana Reading Room, that is, in the public areas of the Library.

4. No material is borrowed for use at home/school/work from the Canadiana Reading Room under any circumstances.

5. Photocopying of material is allowed, but the researcher must be accompanied by a staff member.

6. The Canadiana Reading Room is locked at <u>all</u> times. During hours of opening, researchers must knock for admittance to the Reading Room.

7. Specially designated Canadiana Reading Room staff are scheduled to monitor the Room and retrieve information for researchers at all hours of opening during the Room's five-day week. Staff members are scheduled to cover coffee breaks and lunches of the Reading Room staff.

8. All Canadiana material, in all its diverse formats, is recorded by staff during the period of its use in the Reading Room: the date, time of day, name and phone number of each researcher, and the specific titles retrieved for use are recorded in the Reading Room binder by the staff.

LOCAL HISTORY COLLECTION

GOALS & OBJECTIVES

Goal 1:

To collect, promote, and provide access to, knowledge and materials about the Town of Orangeville and Dufferin County, in cooperation with the Dufferin County Museum and Archives.

Objective 1:

The Orangeville Public Library will acquire, maintain, and make available to the public the following items:

1. Orangeville newspapers on microfilm
2. Historical atlases for Dufferin and surrounding counties
3. Cemetery transcriptions for Dufferin county
4. Census returns on microfilm for Dufferin county
5. Family histories for Dufferin county
6. Town of Orangeville Council minutes, reports, and bylaws
7. Studies and reports prepared for or by the County of Dufferin
8. Books on Dufferin county
9. Books by Dufferin county residents
10. Selected books on the surrounding areas, including Caledon, Halton-Peel, Wellington, Simcoe, Bruce, and Grey.

Objective 2:

The Library's Local History collection will not contain any archival material. Any that is donated to the Library will be sent to the Dufferin County Museum and Archives. In turn, the DCMA will allow the Library to photocopy files, archival documents and material, and other information for its collection. The DCMA will keep the Library informed of any recent acquisitions of interest to the Library's collection that the Library may photocopy or purchase.

Objective 3:

The Library will provide space for rotating Museum displays. The Library will work with the Museum's Programme and Education Coordinator to develop cooperative programmes for children and adults.

ORANGEVILLE Public LIBRARY

Objective 4:

The Library will provide an information and referral service to the public with respect to DCMA holdings, services, events, etc. The Museum will supply the Library with a current list of holdings so that the Library may supply the public with accurate information. The DCMA will provide an information and referral service to the public with respect to the Library's holdings, hours, services, etc. and the Library will supply the DCMA with current information.

GOAL 2:

To provide genealogists with limited guidance, current resources, and access to materials and information not only for Dufferin County but for the province of Ontario, and in some cases, Canada-wide.

Objective 1:

The Library will provide basic, current genealogy guides, resource books and indexes to material that is available such as the Inventory of Newspapers, Angus Baxter's genealogy guides, the Indexes to the Census Returns for Canada, etc.

Objective 2:

The Library will provide an Interlibrary Loan service with the Archives of Ontario to provide microfilm that the Archives has now made available for interloan. This includes Cemetery Transcriptions, Death Indexes and Registrations, Birth Indexes and Registrations, Marriage Indexes and Registrations, Land Records, Court Records, etc. for the entire province.

Objective 3:

The Library will provide an Interlibrary Loan service with the National Library of Canada for census returns on microfilm and other available materials.

Objective 4:

The Library's Reference department staff will answer basic inquiries by mail. Patrons will be referred to appropriate agencies (ie. DCMA) whenever possible. Research will not be undertaken by Library staff. Photocopies may be provided.

OTTAWA PUBLIC LIBRARY

REFERENCE DEPARTMENT

OTTAWA ROOM COLLECTION POLICY

As approved by AMC

March 20, 1991

OTTAWA ROOM
INTRODUCTION

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This collection was begun in the mid 1950's as part of the Ottawa Public Library's contribution to the centenary of the City of Ottawa in 1955.

From the beginning it was considered to be a general local materials collection which would include a strong element of local history, but would also emphasize Ottawa authors and publishers (excluding the Government of Canada) in all fields.

When the new central library building opened in 1973, the Ottawa Room collection which by then had grown considerably, was housed in this special climate controlled room. The room was subsequently relocated to the third floor during the reorganization of the Main Library in the Fall of 1990. Administratively, the Ottawa Room forms an integral part of the Reference Department.

Over the years, the collection has expanded so that it now functions as a full deposit for the documents of the City of Ottawa and the RMOC, in addition to its function as a deposit for local history, local authors, and local publishers.

I. AUTHORS, PERSONAL:

a) All works[1] in some editions[2]/forms[3] of persons born and raised in the Ottawa-Carleton region subject to minimum selection criteria.

b) All works[1] in all editions/forms, produced by persons while resident in the Ottawa-Carleton region for at least 10 years[4]. The Ottawa Room librarian has some discretion as to the forms selected and as to the residency required.

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[1] Works include fiction and nonfiction, trade and educational, commercially produced publications; privately published books, pamphlets, speeches, lectures, etc. In the case of federal government monographs, the local author must have clearly written the whole work by himself/herself and the work must be a substantial monograph and have substantial local interest. Excluded are short works (ie. essays, short stories, poems, etc.) published in collections (i.e. anthologies, periodicals, etc.) which are not published locally and comprising no other material of local interest. An effort will be made to record the source of these short works in the Ottawa Index.

[2] Editions means special, numbered editions; the first printing of the first edition; all significant reprintings or reissues of the work when some alteration or addition has been made, i.e. a change in the original content or a new critical introduction or preface; every translation, not English/French only. Reprints in exact facsimile or duplicate copies may be acquired as working copies in order to preserve the original copies extant, especially when our original copies are in frail condition.

[3] Forms means hardbound or paperback copies of the original edition; microform; audiotape recordings, comic books, etc. In all cases, the hardbound edition is to be preferred. The selection of the same work in other forms is to be at the discretion of the Ottawa Room librarian. The audiovisual aspect of the Ottawa Room collection awaits future development.

[4] Excludes works by and about federal members of Parliament and the Senate.

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II. AUTHORS, CORPORATE:

a) All legislative and administrative reports, maps, studies, papers, in monograph or serial form, hard copy or microform, produced by the Regional Municipality of Ottawa-Carleton and the City of Ottawa.

b) All major[1] reports, studies, in monograph or serial form, hard copy or microform, published by local[2] Ottawa-Carleton non-governmental institutions and organizations: e.g. social agencies, hospitals, churches, companies, political parties, societies, clubs, and associations.

c) A selection of major reports and studies by local governmental and non-governmental organizations in the Ottawa-Carleton[3] region.

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[1]Major means a document which makes a significant descriptive statement about the organization which produced it: an historical or critical survey, annual financial and activities report, constitution, by-laws, regulations, etc. or a document which contributes significantly to the discussion of a specific issue or problem: technical studies, planning documents, briefs presenting recommendations for action.

[2]Local means those institutions having a predominantly Ottawa-Carleton orientation for their activities and goals. Provincial or national organizations based in Ottawa-Carleton are not included here. Exceptions may be certain local chapters of provincial, national, or international organizations; eg. Ontario Genealogical Society, Ottawa Branch.

[3]Ottawa-Carleton means the Regional Municipality of Ottawa-Carleton (RMOC).

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III. PUBLISHERS:

a) Includes works published by publishers in the Ottawa-Carleton region, provided such publications are written by a local author, as noted in Section I, or where the subject is relevant, as noted in Section IV.

b) Publisher may be a commercial publishing company or a private individual.

c) The federal government as a publisher is excluded here, except as noted in Section I(a) or where the subject is relevant, as defined in Section IV.

d) In the case of private or self-published materials, the Ottawa Room librarian will use discretion in assessing the relevance of these materials, using the Ottawa Public Library Book Selection Statement.

IV. SUBJECTS:

The geographical setting of the Ottawa Room collection includes the region of Ottawa-Carleton , and more generally the whole of the Ottawa Valley (including the valleys of its tributaries, i.e. Rideau Valley) and all its townships and towns (see Addenda 1 and 2).

a) For the Ottawa-Carleton Region, the entire subject range is to be included. Works of fiction in this geographical setting (including works placed elsewhere, but where the fictional characters have a connection with this setting) are to be included. Maps and atlases: topographic, thematic, insurance, planning maps which describe this setting, or the geographical units within it.

b) For the Ottawa Valley, the emphasis is on biographical, genealogical, historical, geographic, and heritage materials. Topographic and thematic maps and atlases are to be collected.

V. PERIODICALS AND NEWSPAPERS:

Includes all daily newspapers produced in the Ottawa-Carleton region. All weekly and irregularly issued newspapers published in Ottawa-Carleton only. A selection of other periodical publications in the Ottawa-Carleton region: e.g newsletters issued by local associations and societies, magazines which mostly contain local subject matter or local authorship.

VI. POLITICAL CAMPAIGN LITERATURE:

All printed materials issued by all candidates contesting the municipal elections in the City of Ottawa. All printed material for all candidates contesting provincial and federal constituencies within Ottawa-Carleton.

VII. GIFTS:

All material that qualifies under the collection policy guidelines will be gratefully received, providing there are no stipulations as to final disposition. Gifts of an archival nature may be transferred to the City of Ottawa Archives.

VIII. DESIDERATA

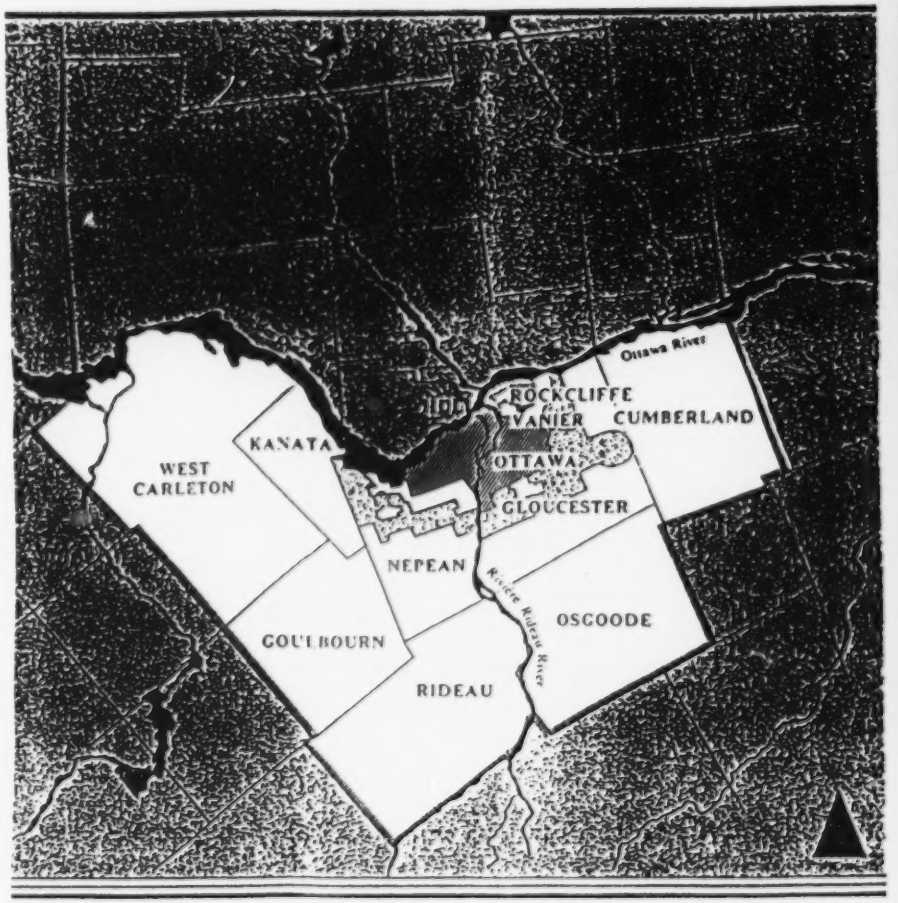
We maintain wants lists of older out-of-print materials listed in used book dealers' catalogues when we are unable to purchase these titles at the time they are listed because of budget restraints or because we were too late.

IX. ACCESS

A special effort is made to develop and maintain in-house finding aids, including indexes, bibliographies, pathfinders, etc. to provide enhanced access to the collection.

Regional Municipality of Ottawa-Carleton

Municipalité régionale d'Ottawa-Carleton



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